

**University of California, San Diego**  
**Chancellor Order**  
**Issued: December 16, 2020**

**Background and - Recommendation**

The world is continuing to face a severe health crisis relating to COVID-19, a respiratory illness caused by a novel coronavirus.

There has been a significant increase in coronavirus cases locally and across the nation. Therefore, UC San Diego will be implementing new personal safety protocols. UC San Diego will be expecting weekly testing of employees who work on campus or at any other location operated by UC San Diego, including but not limited to, campus sites, hospitals and clinics.

As Chancellor of UC San Diego, I have concluded that a supplemental grant of leave, specifically tied to this additional testing, in addition to the Supplemental leave I have already granted, as well as in addition to the leaves provided by the University of California (UC) and the Families First Coronavirus Response Act (FFCRA), is necessary to support employees and to help combat the surge in COVID-19 cases.

**Chancellor Order:**

WHEREFORE AS CHANCELLOR OF THE UNIVERSITY OF CALIFORNIA SAN DIEGO I DECLARE:

On the authority vested in me pursuant to Personnel Policies for Staff Members (PPSM) 2.210, the [Absence from Work Policy](#), and the Leave of Absence Articles of the applicable Collective Bargaining Agreements and based on the foregoing circumstances, I hereby issue the following order, to be effective for the period December 16, 2020 through June 30, 2021 and direct the following:

- All UC San Diego non-academic employees including Health Systems and Health Sciences employees who have taken a COVID test pursuant to the UC San Diego testing program and have tested positive, will be eligible for paid leave in the work hour equivalent of up to 10 calendar days from the positive test (“Testing Leave”), subject to the following conditions:
  - Employees must have already exhausted all leave accruals (UC Paid Admin Leave, Chancellor Supplemental Leave, personal accruals including sick leave, vacation leave, compensatory time off, and applicable FFCRA leaves)
  - Must be used in full work shift increments
    - Exception: Non-exempt employees who are notified of a positive test during their work shift;
  - Employees must communicate with their supervisor and/or HR contact prior to being approved for paid leave;
  - Paid Leave pursuant to this program may only be used for the following purposes:
    - The employee has tested positive for COVID-19 pursuant to the UC San Diego testing program AND the employee cannot work remotely because the employee has COVID-19.

- Employees may not receive Testing Leave pursuant to this program if any of the following conditions occur:
  - the employee is able to work remotely (i.e., even if the employee has tested positive, if they are assigned remote work and they are well enough to do the assigned remote work);
  - the employee has not used their allotment of UC Paid Admin Leave, Chancellor Supplemental Leave, personal accruals including sick leave, vacation leave, compensatory time off, and applicable FFCRA leaves;
  - this program has expired (i.e., after June 30, 2021).
- Any unused portion of this Testing Leave will not be paid out at time of separation (whether voluntary or involuntary termination).
- Employees who work less than full-time will be eligible to receive Testing Leave, but only in an amount equivalent to the assigned work hours during the 10-calendar day period following the positive test.



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Pradeep K. Khosla  
Chancellor,  
University of California, San Diego