

University of California, San Diego
Chancellor Order
Issued: July 27, 2020
Revised: November 13, 2020

Background and - Recommendation

The world is continuing to face a severe health crisis in which COVID-19, a respiratory illness caused by a novel coronavirus, places millions of people at risk of illness or death.

The Governor of California has declared a state of emergency. San Diego County has promulgated emergency rules to reduce the spread of the novel coronavirus.

Nevertheless, the disease continues to circulate in our communities and, accordingly, protecting the capacity of our health care systems continues to be imperative.

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

Chancellor Order:

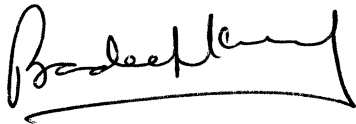
WHEREFORE AS CHANCELLOR OF THE UNIVERSITY OF CALIFORNIA SAN DIEGO I DECLARE:

The COVID-19 Pandemic continues to be an emergency.

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 July 27, 2020 through June 30, 2021, and direct the following:

- Except as noted below, all UC San Diego employees (including exempt employees who do not accrue sick or vacation leave) shall be eligible to receive a one-time allotment of up to 80 hours of paid administrative leave (“Supplemental Leave Hours”), subject to the following conditions:
 - All Supplemental Leave Hours must be used by June 30, 2021, or the allotment shall expire;
 - Supplemental Leave Hours may be used by employees at any time prior to June 30, 2021, including intermittently;
 - Supplemental Leave Hours must be used in full work shift increments;
 - Employees must communicate with their supervisors prior to using Supplemental Leave Hours and provide as much notice as reasonably possible;
 - Supplemental Leave Hours can only be used after the employee first exhausts the University Paid Administrative Leave allotment and any FFCRA Emergency Paid Sick Leave allotment, but Supplemental Leave Hours may be used before accrued sick and vacation leave.
 - Supplemental Leave Hours may only be used for the following purposes:

- Seeking testing for COVID-19 based on a medical professional's written recommendation
- Complying with State or County self-isolation requirements if the following conditions apply: (a) the employee has tested positive for COVID-19 AND (b) the employee cannot work remotely because the employee has COVID-19.
- Employees may not use Supplemental Leave Hours if any of the following conditions occur:
 - the employee is authorized to work at a UC San Diego on-site location (i.e. they have passed symptom screening, and are not prohibited from the workplace by [County Order](#) due to exposure to a COVID-19 patient and/or the employee has tested positive);
 - the employee is able to work remotely (i.e., even if the employee has tested positive, if they are assigned to work remotely and they are well enough to do so);
 - the employee has used their allotment of Supplemental Leave Hours provided herein;
 - this program has expired (i.e., after June 30, 2021).
- Any unused portion of this emergency paid administrative leave will not be paid out at time of separation (whether voluntary or involuntary termination).
- Employees of the UC San Diego Health System shall not be eligible to participate in this Supplemental Leave Hours program.
- Employees who work less than full-time will be eligible to receive Supplemental Leave Hours, but only in an amount prorated according to the percent time of the employees' appointment (e.g., a 50-percent-time employee would receive 40 Supplemental Leave Hours, which is 50 percent of the 80 hours allotted to 100-percent-time employees).
- In order to return to the worksite after use of Supplemental Leave Hours, employees must provide a medical professional's release to work.



Pradeep K. Khosla
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University of California, San Diego