

From: [Sara Jane Umali](#)
To: APDstaff@ucr.edu
Cc: [VPAP; AcademicPersonnel](#)
Subject: IMPORTANT UPDATE: 2022 Emergency Paid Sick Leave (EPSL) Guidance and Notice & Form (COVID-19)
Date: Tuesday, February 22, 2022 5:27:00 PM
Attachments: [academic-personnel-guidance-regarding-covid-19-leaves.pdf](#)
[2022 Emergency EPSL Notice and Request Form FINAL POSTED 2-22-22.pdf](#)
[image001.png](#)
[image003.png](#)
Importance: High

Hello everyone,

We received the following update from UCOP-APP this afternoon.

Attached and linked are the [Academic Personnel Guidance Regarding COVID-19 Leaves - Fourth Issuance \(ucop.edu\)](#) and [2022 Emergency Paid Sick Leave Notice and Request Form](#). Effective February 19, 2022 through September 30, 2022, the University is providing up to 80 hours of 2022 Emergency Paid Sick Leave (2022 EPSL) for full-time employees and the two-week equivalent for part-time employees. The University will permit employees to use 2022 EPSL retroactively to January 1, 2022. In addition, 2022 EPSL also provides eligible employees until September 30, 2022 to use any remaining hours from their 2021 EPSL entitlement. There will be an article posted on UCnet later this week.

For reference, these are UCR's campus practice for academic EPSL.

1. In order to be as time-efficient as possible, Deans (or equivalent), will continue to have authority to approve EPSL ([link to original memo](#)). Any exceptional requests must be forwarded to APO for review and final decision.
2. To request for the leave, the [EPSL Request Form](#) (last updated on February 22, 2022) must be completed by the academic appointee and submitted to the Dean for review and final decision.
3. It is the department's responsibility to track, to record the leave, and to update the payroll system.

Please share this information with your deans, department chairs, and faculty. For questions or more information, please send an email to apomail@ucr.edu.

Best regards,
Sara

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