

Instructions for Requesting a Leave Covered by Temporary Policy Exception to APM 710

To be used for [interim exceptions](#) for the [APM 710-20](#) leave policy to provide additional relief to academic appointees during Fall Quarter 2020. These exceptions allow for faculty and other academics covered by APM-710 to use their sick/paid medical leave benefits if they are unable to work or telework because their children are not able to physically attend their school or place of care due to COVID-19 precautions.

The temporary exceptions to APM 710-20 and APM 710-11 do not affect eligibility for Emergency Paid Sick Leave (EPSL) or Emergency Family and Medical Leave (EMFL) granted under the Families First Coronavirus Relief Act (FFCRA), or Expanded Paid Administrative Leave (EPAL) provided by University policy. EPSL, EFML, and EPAL may be taken before or after any accrued sick leave or paid medical leave is used or exhausted.

The form is to be prepared by the appointee in coordination with the Department Chair. Requests for leaves and course releases must be negotiated on an individual basis between faculty, Deans, and Department Chairs, and a balance must be struck between assisting faculty and enabling the academic and research mission of the University to continue. It will be necessary for Department Chairs and Deans to accommodate requests on a case-by-case basis, taking into account the curriculum of the department, the need to offer required courses, availability of alternative instructors, and the number of individuals requesting this leave in the Fall 2020 term. All these requests must ultimately be approved by the Vice Provost of Academic Personnel (VPAP).

Faculty who do not accrue sick leave can make a request to exchange paid medical leave for one course relief of teaching. The amount of paid medical leave required in exchange for one course relief depends on the contact hours involved with the class. As an example, a course that requires four contact hours with students (e.g., three lectures plus one discussion) would require four weeks of paid medical leave. Teaching loads for other courses would scale proportionally. The procedure for a faculty to make a request to use this program to obtain teaching relief is to first discuss the feasibility of using the program with the Department Chair. If a feasible plan can be foreseen, then:

1. Fill out a [UPAY 573](#) form. For the field, "other sources of income while on leave," put down hours of sick leave or weeks of paid medical leave to be used.
2. Fill out a Supplemental Form.
3. Submit the completed and signed UPAY 573 form and the supplemental form to the Department Chair for review and approval.
4. The department will forward the forms to the Dean for review and approval.
5. The school will forward the forms to the VPAP via the Academic Personnel Office (APO) for review and final approval.

Units must make appropriate entries in the payroll system to reflect the leave.