

Date: April 1, 2021

To: Deans

From: Daniel Jeske, Vice Provost for Academic Personnel



Cc: Thomas M. Smith, Interim Provost and Executive Vice Chancellor
Academic Personnel Office
Academic Senate Office
Academic Personnel Directors

Re: Delegation of Authority for COVID-19 Leaves

Last year, Vice Provost Walker provided information on the Delegation of Authority for academic leaves of absence due to COVID-19 ([link to memo](#)).

For 2021, the following COVID-19 leaves are available to academic appointees. In order to be as time-efficient as possible, Deans (or equivalent), will continue to have authority to approve the following COVID-19 related paid leave provisions. Any exceptional requests must be forwarded to my office for review and final decision.

UNIVERSITY OF CALIFORNIA	SB95: CALIFORNIA COVID-19 SUPPLEMENTAL PAID SICK LEAVE
Expanded Paid Administrative Leave (PAL)	Emergency Paid Sick Leave (EPSL)
128 hours or 16 days for FTE prorated for part-time appointees	80 hours for FTE or the two-week equivalent for part-time appointees
March 1, 2020 – June 30, 2021 (extended, previously through December 31, 2020)	March 29, 2021 – September 30, 2021

For PAL, [UPAY 573](#) must be completed by the academic appointee and submitted to the Dean for review and final decision.

Specific guidance regarding the extension and implementation of PAL can be found in the [UC Executive Order](#) dated November 12, 2020 and [Academic Personnel Guidance on COVID-19 Leaves - 7th Issuance](#) dated March 31, 2021.

For EPSL, [EPSL Request Form](#) must be completed by the academic appointee and submitted to the Dean for review and final decision.

Specific guidance regarding the implementation of 2021 EPSL can be found in the [Academic Personnel Guidance On COVID-19 Leaves](#) dated March 31, 2021.

It is the department's responsibility to track, to record the leave, and to update the payroll system.

For questions, please send an email to vpap@ucr.edu and apomail@ucr.edu.