

Date: October 28, 2021

To: Deans

From: Daniel Jeske, Vice Provost for Academic Personnel



Cc: Elizabeth Watkins, Provost and Executive Vice Chancellor
Kiersten Boyce, Associate Vice Chancellor and Chief Compliance Officer
Mariam Lam, Vice Chancellor and Chief Diversity Officer
Academic Personnel Office
Academic Senate Office
Academic Personnel Directors

Re: Emergency Paid Sick Leave (EPSL) Extension

On September 16, 2021, President Drake issued an executive order extending the time in which eligible employees would be able to use their allotment of “up to 80 hours of EPSL for full-time employees (FTE) and the two-week equivalent for part-time employees” through June 30, 2022.

On September 21, 2021 and October 6, 2021, the Academic Personnel Office (APO) shared this information with the Academic Personnel Directors.

From March 29, 2021 through June 30, 2022, EPSL remains available to academic appointees. EPSL provides paid leave (80 hours for FTE or the two-week equivalent for part-time appointees) for employees who are unable to work or telework due to certain reasons related to COVID-19. Specific guidance regarding the implementation of EPSL can be found in the [Academic Personnel Guidance on COVID-19 Leaves](#) last updated on October 6, 2021. The [Systemwide Human Resources COVID-19 Related Leaves Guidance](#) has also been updated and a communication has been posted on [UCNet](#).

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 ([link to original memo](#)). Any exceptional requests must be forwarded to APO for review and final decision.

To request for the leave, the [EPSL Request Form](#) (last updated on October 6, 2021) must be completed by the academic appointee and submitted to the Dean for review and final decision.

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.