

Date: April 21, 2020

To: Deans

From: Ameae Walker, 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

This is to inform you of the Delegation of Authority for academic leaves of absence due to COVID-19. In order to be as time-efficient as possible, effective immediately, Deans, or equivalent, 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	FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	
Expanded Paid Administrative Leave (PAL)	FFCRA Emergency Paid Sick Leave (EPSL)	FFCRA Expanded Family & Medical Leave (EFML)
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	Up to 12 workweeks for any eligible appointee
March 1 – December 31, 2020	April 1 – December 31, 2020	April 1 – December 31, 2020

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

For EPSL and EFML, [COVID-19 UC FFCRA Request Form](#) 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 and record the leave and to update the payroll system.

Specific guidance regarding the implementation of PAL, EPSL, and EFML can be found in the [Academic Personnel Guidance Regarding COVID-19 Leaves and Job Protections](#) dated April 13, 2020.

This remains a very fluid situation and the guidance above may be updated at any time. Please provide as much flexibility as is operationally feasible to academic appointees needing to take leave or work remotely.

For questions, please send an email to [vpap@ucr.edu](mailto:vpap@ucr.edu) and [apomail@ucr.edu](mailto:apomail@ucr.edu).