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.

<table>
<thead>
<tr>
<th>UNIVERSITY OF CALIFORNIA</th>
<th>SB95: CALIFORNIA COVID-19 SUPPLEMENTAL PAID SICK LEAVE</th>
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<tbody>
<tr>
<td>Expanded Paid Administrative Leave (PAL)</td>
<td>Emergency Paid Sick Leave (EPSL)</td>
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<td>128 hours or 16 days for FTE prorated for part-time appointees</td>
<td>80 hours for FTE or the two-week equivalent for part-time appointees</td>
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For PAL, **UPAY 573** must be completed by the academic appointee and submitted to the Dean for review and final decision.


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](https://ucop.edu/academic-policy/academic-personnel/guidance/covid-19-leaves.html) 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**.