

Dear Union colleagues:

Several union representatives have asked the University how the amount of paid administrative leave (hours) would be provided to staff employees with per diem or variable percentage time appointments. On a one time and non-precedent setting basis, the University will determine the pro rata entitlement to paid administrative leave (under Executive Order 3/16/2020) for per diem and variable percentage appointees covered by other appointment types pursuant to a formula based on the actual time worked in accordance with the table below reflecting a two (2) month period.

Pay Cycles	Pay Period Covering:
Bi-Weekly	January 12, 2020 through January 25, 2020 January 26, 2020 through February 8, 2020 February 9, 2020 through February 22, 2020 February 23, 2020 through March 7, 2020
Monthly	January 1, 2020 through January 31, 2020 February 1, 2020 through February 29, 2020

For employees with fixed schedules, the pro rata entitlement will be calculated based on their appointment percentage.

Please let me know if you have any questions with a cc to Karren.Yun@ucop.edu

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