**University of California**

**UC Expanded Paid Administrative Leave Request and Tracking Form for Academic Appointees**

Use this form for leave taken under President Napolitano’s Executive Order signed on March 16, 2020 that provides expanded paid administrative leave for specific COVID-19 related incidents.

UC Expanded Paid Administrative Leave (EPAL) may be taken intermittently for up to 16 working days or 128 hours and is available March 1, 2020 through December 31, 2020.

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| --- | --- |
| Employee Name | Last Name, First Name Middle Name |
| Employee ID | Click or tap here to enter text. |
| Business Unit/ Campus | Click or tap here to enter text. |
| Department | Click or tap here to enter text. |
| Supervisor | Click or tap here to enter name of supervisor. |
| Job Title or Job/Title Code | Click or tap here to enter text. |
| Part Time/Full Time | Choose an item. |
| Percent Time | Click or tap here to enter text. |
| Variable Appt. - FTE/ Effort | Click or tap here to enter text. |
| Do you submit a timesheet? | Choose an item. |
| EPAL\* Criteria: Select Expanded Paid Administrative Leave Criteria.Total Days or Hours Previously Used: Enter hours or days used, max 128 hours or 16 days.Total Days or Hours Requested: Enter hours or days requested, max 128 hours or 16 days. |
| Leave Start Date | Click or tap to enter a date. |
| Return to Work Date | Click or tap to enter a date. |
| [ ]  Leave Documentation Received, *if requested under campus approval process* |
| Supervisor approval | Choose an item. |
| Supervisor signature |  |

\* EPAL- UC Expanded Paid Administrative Leave

**EPAL may be taken *only* when at least one of the three following criteria are met**

1. When an employee is unable to work due to the employee’s own COVID-19-related illness or that of a family member; or
2. When an employee is unable to work because the employee has been directed not to come to the worksite for COVID-19-related reasons and/or the worksite has implemented a COVID-19-related remote-work program or is under a shelter in place order and it is not operationally feasible for the employee to work remotely; or
3. When an employee is unable to work because a COVID-19-related school or daycare closure requires the employee to be at home with a child or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

For **exempt academic employees**, use of Paid Administrative Leave is in full-day increments; a day is defined as the regular time that an appointee would have worked on that day regardless of the actual number of hours worked per day. For such exempt employees, there will be up to 16 days on which the Paid Administrative Leave could occur.

For **hourly appointees**, the total number of hours available is prorated to reflect the appointment percentage.

EPAL can be taken **intermittently**, and for exempt academic employees is recorded in whole days.

Per President Napolitano’s Executive Order, the use of EPAL “**shall not adversely affect the delivery of essential University services**.”

* **Instruction** is an essential service of the University. Instructors are not eligible to take EPAL during their scheduled remote lectures/class sessions for criterion 3 above.

For additional information on EPAL, please refer to COVID-19-Related Leave for Academic Appointees: Guidance for Supervisors located at <https://www.ucop.edu/academic-personnel-programs/_files/special-announcements/covid-19-leave-guidance-for-academic-supervisors.pdf>

Other guidance can be found on the Academic Personnel and Programs home page under Special Announcements at <https://www.ucop.edu/academic-personnel-programs/index.html>