

October 7, 2020

To: Department Chairs, Business Officers and Academic Personnel Analysts
(via SBCHR-L and SBADM-L)

From: Cindy Doherty, Academic Personnel Director

Re: COVID Related Leave Options for Academic Employees

As indicated in my memo of [September 2, 2020](#), the use of sick leave for situations where an employee is unable to work due to their child(ren) not being able to physically attend their school or place of care due to COVID-9 precautions for the period of July 1, 2020 through December 31, 2020, was approved for represented Academic Researcher and Postdocs via agreement with the UAW. Use of sick leave is managed at the departmental level. In addition, the following agreements and policy exceptions have now been put in place.

Represented Librarians: The University and AFT have agreed to the same provision as listed above.

All other non-represented academic employees who accrue sick leave: Michael Brown, Provost and Executive Vice President, Academic Affairs, has granted an exception to APM 710-20, effective September 10, 2020 through December 31, 2020, to allow use of sick leave for the purpose outlined above.

Non-represented academic employees who do not accrue sick leave: Provost Brown has also granted an exception to APM 710-11 to allow for the use medical leave for the purposes outlined above during Fall quarter 2020. The use of medical leave under this exception requires that a formal request be submitted via the AP Folio leave module for approval by the Associate Vice Chancellor for Academic Personnel. Because the President has designated the delivery of instruction as an essential university service, the instructor and department must make every effort to accommodate the continuation of instructional delivery. Instructors are strongly encouraged to consult the Chair and/or Dean before submitting a request.

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