

November 18, 2020

To: Business Officers and Academic Personnel Analysts (via SBADM-L)  
From: Cindy Doherty, Director, Academic Personnel  
Re: Academic Personnel Updates

We appreciate your continued partnership and patience as we navigate the impacts of the COVID-19 crises. Below, please find updates on two items impacting academic employees.

#### International remote employment

The Office of the President has issued additional guidance regarding employment of both student and non-student academic employees who are working from abroad. Employing individuals who are located outside of the US creates risk for the University and is in general not allowed on a permanent basis. However, given travel and visa restrictions implemented due to the COVID-19 crisis, international remote work may be allowed in limited, temporary situations. UCSB remains the primary work location for our employees and all employees are expected to be in the United States when they are able.

Systemwide the number of international remote employees has remained low enough that we are able to continue to employ those who are already in this situation through the end of the academic year, or until the return to fully in-person instruction, whichever should occur first. It remains preferable to delay the start-date of any new hires who are unable to enter the US. Please contact Academic Personnel if you have situations where non-student new hire start dates cannot be delayed and the individual cannot enter the US. Graduate student employment agreements should be honored through the end of the academic year even if the employee is outside of the US. Current employees who are in the US should not leave the US unless absolutely necessary due to the risk of being unable to return. Employees leaving the US by choice also raises the number of international remote hires which results in a higher level of risk for the University and the potential for more restrictions on international remote employment.

#### Extension of deadline for use of Paid Administrative Leave

President Drake has extended the deadline for use of the one-time allotment of 128 hours of Paid Administrative Leave (PAL) to June 30, 2021. Additional information about the use of PAL by academic employees is available in the [April 22, 2020 memo](#) on the Academic Personnel website.

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