

December 13, 2017

To: Deans, Department Chairs, Directors and Academic Business Officers (via SBCHR-L, SBDIR-L, and SBADM-L)

From: Cindy Doherty, Director, Academic Personnel

Re: Academic Personnel Guidelines for Implementing Paid Pay in Response to the Effects of the Thomas Fire

I write to clarify that the Administrative Pay program described in Chancellor Yang's email of December 13, 2017 will apply to **academic employees who accrue vacation and sick leave (Professional Researchers, Project Scientists, Specialists, Academic Coordinators, and Postdoctoral Scholars)**. Senate Faculty and Lecturers are not covered by this program. The following guidelines are intended to clarify questions that may arise with the implementation of paid administrative leave available to those academic employees unable to report to work between December 5 and December 15 due to the effects of the Thomas fire. These guidelines are intended to explain and supplement [APM- 758: Other Leaves](#) as well as the applicable collective bargaining agreements for represented academic employees where similar provisions exist.

Please share this information with your academic employees who may have been impacted by the fire.

**Implementing Procedures for Administrative Paid Leave (APM-758):** The one-time use of up to two days of paid leave between December 5 and December 15, 2017, is intended to alleviate some of the personal hardships resulting for academic employees unable to report to work who otherwise would have to use accrued leave balances or leave without pay during this time.

**Eligibility:** Academic Employees who accrue vacation and sick leave and who were unable to report to work, or who were instructed not to report to work between December 5 and December 15 due to the effects of the Thomas fire, may be eligible for two days of administrative paid leave. This policy applies to both represented and non-represented academic employees. Eligible employment series include: Professional Researcher, Project Scientist, Specialist, Academic Coordinator, and Postdoctoral Scholar.

**Approval Process:** Academic employees should consult with their supervisor or PI. The supervisor or PI should review the request, then forward the request via the Department Chair or Director, to Associate Vice Chancellor for Academic Personnel Alison Butler. Request may be made via email to [alison.butler.avc@ap.ucsb.edu](mailto:alison.butler.avc@ap.ucsb.edu) . For departments with Kronos timekeeping,

separate instructions to record leave with pay in Kronos will be provided separately.

**Consideration of Exceptional Hardship or Circumstances:** Requests for administrative leave beyond two days in cases of exceptional hardship (or in exceptional circumstances) will be considered on a case by case basis. Such cases require a written justification and consultation with Academic Personnel.

Question concerning the application of the administrative paid leave program for academic employees or regarding exceptional requests may be directed to my attention at [cindy.doherty@ucsb.edu](mailto:cindy.doherty@ucsb.edu) or by phone at x8332.

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