

April 22, 2020

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

From: Cindy Doherty, Director, Academic Personnel

Re: COVID-19 Related Leaves for Academic Employees

I am writing to provide further detail regarding the use of COVID-19 related leaves by academic employees. Employees now have three types of COVID-19 specific leave available for possible use: Paid Administrative Leave (PAL), Emergency Paid Sick Leave (EPSL) and Expanded Family and Medical Leave (EFML.) The referenced documents at the bottom of this notice describe the various leaves and their appropriate use. The following processes must be followed by academic employees requesting use of COVID-19 related leaves:

Requests for COVID-19 related leave due to employee's own illness or to care for an ill family member.

Non-instructional titles: Researcher, Project Scientist, Specialist, Academic Coordinator, Postdocs, GSRs

Employees requesting use of PAL or EPSL related to the employee's own illness or to care for an ill family member should consult with their supervisor or department chair. The supervisor has the authority to approve use of PAL and EPSL. In cases of EPSL the employee must complete the [EPSL request form](#) and submit it to the department. The departmental Kronos payroll manager or timekeeper will need to enter the pay code "COVID-19 Admin Leave with Pay" for the PAL time taken. Instructions regarding Kronos entry of ESPL will be provided by the Timekeeping team. Because GSRs do not report time in Kronos, departments will need to manually track the use of PAL or EPSL.

Instructional titles: Senate Faculty, Lecturers, Visiting or Adjunct Professors, Associates, TAs

Requests for use of PAL or EPSL related to the employee's own illness or to care for an ill family member must be submitted to the Academic Personnel Office for approval.

- Senate faculty and Lecturers must submit the request by signing into the [Academic Personnel website](#) with their UCSB NetID and password and locating the Leave Request module. The employee should select "Medical Leave with Pay" as the leave type, and in the comments section indicate that the leave is being requested under the COVID-19 PAL or EPSL provisions. If the request is to use EPSL, the [EPSL](#)

[request form](#) must be attached to the request. The request will route to the appropriate parties for endorsement and approval.

- Other instructional employees must submit the request for use of PAL or EPSL via a written request to the Department Chair. Requests for EPSL must include the EPSL request form. The chair should forward the request via email to ap-leave@ucsb.edu.

Requests for COVID-19 related leave due to inability to work due to child-care issues

Non-instructional titles: Researcher, Project Scientist, Specialist, Academic Coordinator, Postdocs, GSRs

PAL and ESPL

Employees requesting use of PAL or EPSL for child-care reasons should consult with their supervisor or department chair. The supervisor has the authority to approve use of PAL and EPSL. In cases of EPSL the employee must complete the [EPSL request form](#) and submit it to the department. The departmental Kronos payroll manager or timekeeper will need to enter the pay code “COVID-19 Admin Leave with Pay” for the PAL time taken. Instructions regarding Kronos entry of ESPL will be provided by the Timekeeping team. Because GSRs do not report time in Kronos, departments will need to manually track the use of PAL or EPSL.

EFML

Employees requesting use of EFML for child-care reasons should consult with their supervisor or department chair.

- Employees (not including GSRs) applying for EFML for child-care reasons must submit the request by signing into the [Academic Personnel website](#) with their UCSB NetID and password and locating the Leave Request module. The employee should select “Personal Leave without Pay” as the leave type, and in the comments section indicate that the leave will be with pay is being requested under the COVID-19 EFML provisions. The [EFML request form](#) must be attached to the request. If EPSL will be used to cover the first two weeks of EFML, the [EPSL request form](#) must also be attached. If the employee is opting to utilize another leave entitlement to remain on pay during the first two weeks of EFML, this should be noted in the comments.
- GSRs applying for EFML for child-care reasons must submit the request for use of EFML via a written request to the Department Chair. Requests for EFML must include the [EFML request form](#). If the GSR is opting to use EPSL to receive pay during the first two weeks of EFML, the [EPSL request form](#) must also be attached to the request. If the employee is opting to utilize PAL to remain on pay during the first

two weeks of EFML, this should be included in the request. The chair should forward the request via email to ap-leave@ucsb.edu.

Instructional titles: Senate Faculty, Lecturers, Visiting or Adjunct Professors, Associates, TAs

Employees considering applying for PAL, EPSL, or EFML for childcare reasons should consult with their department chair. 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. Consultation with Instructional Development is strongly encouraged.

- Senate Faculty and Lecturers must submit the requests by signing into the [Academic Personnel website](#) with their UCSB NetID and password and locating the Leave Request module. The employee should select “Personal Leave without Pay” as the leave type, and in the comments section indicate that the leave will be with pay and is being requested under the COVID-19 EFML provisions. The [EFML request form](#) must be attached to the request. If the employee is opting to utilize another leave entitlement to remain on pay during the first two weeks of EFML, this should be notated in the comments. If EPSL will be used to receive pay for the first two weeks of EFML, the [EPSL request form](#) must also be attached. The request will route to the department chair and dean for endorsement. The Associate Vice Chancellor for Academic Personnel has final approval authority.
- Other instructional employees must submit the request for use of EFML via a written request to the Department Chair. Requests for EFML must include the [EFML request form](#). If the employee is opting to utilize PAL to remain on pay during the first two weeks of EFML, this should be noted in the request. If EPSL will be used to cover the first two weeks of EFML, the [EPSL request form](#) must also be attached. The chair should forward the request via email to ap-leave@ucsb.edu.

Other COVID-19 related requests

If an employee is requesting COVID-19 related leave for any reason other than the two categories listed above, or if an employee has exhausted all COVID-19 related leave, and is still unable to work, please consult with the staff in the Academic Personnel office to determine the appropriate action.

Resources and contact information for academic employees

- [COVID-19 Related Leaves and Job Protections Guidance for Academic Employees, issued April 13, 2020](#)

- [Campus Guidance Regarding COVID-19 Related Administrative Leaves for Academic Employees](#)
- [Employee Request for Emergency Paid Sick Leave \(EPSL\) and Expanded Family and Medical Leave \(EFML\) form](#)
- [Instructions for entering COVID-19 Related Leaves in Kronos](#)
- Academic appointee usage of PAL, ESPL, and EFML: Please submit your question to: AP-Leave@ucsb.edu or the <https://ap.ucsb.edu/contacts/> in the Academic Personnel office

Please note: Questions concerning staff employee usage of Paid Administrative Leave (PAL) and EPSL should be directed to HR ServiceNow: [Human Resources ServiceNow](#)
=> Login => Employee & Labor Relations => Department Advisory Services

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