

COVID-19 STAFF LEAVE AND PAY FLOWCHART

REGULAR PAY STATUS

Submit timesheets (TRS) as normal or "REG" earn code (or other appropriate).

Employees are expected to work to the fullest extent that they can, whether working onsite, telecommuting (telework), or redeployed to another position.



If unable to telework, see the two options below

UNIVERSITY OF CALIFORNIA'S EMERGENCY PAID SICK LEAVE (EPSL)

Up to 80 hours Emergency Paid Sick Leave (EPSL) for full-time employees (non-exempt use in 1-hour increments; exempt use in one day increments). Use EPSL Request Form for pre-approval. EPSL must be used by 9/30/22.

Employees hired on or before 9/30/21, who did not exhaust their 2021 EPSL entitlement may also use remaining hours until 9/30/22.

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Reason 1 (Quarantine or Isolation Period):

The employee is unable to work or telework because the employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidance of the California Department of Public Health, the Federal Centers for Disease Control and Prevention, or a local public health officer with jurisdiction over the workplace.

Reason 2 (Isolate or Self-Quarantine):

The employee is unable to work or telework because the employee has been advised by a health care provider to isolate or self-quarantine due to COVID-19.

Reason 3 (Testing, Diagnosis, and/or Vaccination):

The employee is unable to work or telework because of any of the following: (a) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis; (b) The employee has been exposed to COVID-19 and is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19; (c) The University has requested that the employee obtain a diagnostic test for, or a medical diagnosis of, COVID-19, and the employee is seeking or awaiting those results; (d) The employee is attending an appointment for themselves or a family member to receive a vaccine or vaccine booster for protection against COVID-19; (e) The employee is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster.

Reason 4 (Caring for a Family Member):

The employee is unable to work or telework because they are caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 (as defined by an order or guidance of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local public health officer with jurisdiction over the workplace) or who has been advised by a health care provider to self-quarantine or isolate due to COVID-19.

Reason 5 (Closure of School/Child Care):

The employee is unable to work or telework because the employee is caring for their child whose school, place of care, or child care provider is closed or otherwise unavailable for reasons related to COVID-19.

Reason 6 (Positive Test):

The employee is unable to work or telework because the employee tests positive for COVID-19 or because the employee is caring for a family member who tests positive for COVID-19.

Please note: Refer to applicable policy or collective bargaining agreement for when employees may use accrued sick or vacation for any leave not related to COVID-19 (e.g. non-COVID-19 illness, care of family member due to non-COVID-19 illness, or regular vacation). Above information does not address employees excluded from the workplace due to COVID-19. Refer to your local HR representative for guidance.