

UC Emergency Paid Sick Leave (EPSL) Guidance

For Campus, Health Sciences, Medical Center Staff Employees

Overview

The maximum potential entitlement of Emergency Paid Sick Leave (EPSL) is 80 hours **PLUS** any remaining EPSL hours from 2021 that were not used.

2022 EPSL

In February 2022, UC approved the 2022 COVID-19 Emergency Paid Sick Leave program. The program is effective from February 19, 2022 through September 30, 2022, although the hours can be used retroactively to January 1, 2022, for qualifying events. This 2022 EPSL entitlement applies to all employees including represented, student, and healthcare employees.

2021 EPSL

In 2021, UC had approved 80 hours for EPSL through use until September 30, 2021. UC has now also approved extension of the use of these 2021 EPSL hours to September 30, 2022. The 2021 EPSL entitlement applies to all employees including represented, student, and healthcare employees with a hire date of September 30, 2021 or before. Employees who did not exhaust their 2021 EPSL hours will be able to use those hours **in addition** to the 2022 EPSL hours.

Guidance

[UC COVID-19 Related Leave and Job Protection Guidance for Policy-Covered and Represented Staff Employees](#)

[UCI Staff Leaves Information](#)

Eligibility

- **Both 2022 EPSL and 2021 EPSL:**
 - EPSL applies to all employees including represented, student, and healthcare employees.
 - Unable to work or telework for one or more of the 6 qualifying reasons as noted on [pages 1-2 of the form](#).
 - Maximum pay entitlement is up to 80 hours for full-time employees or the two-week equivalent for part-time employees (e.g. prorated).
 - Hours may be used intermittently as follows:
 - Non-exempt: may use on an hourly basis (1-hour blocks)
 - Exempt: may use in one-day increments (8-hour blocks)
- **2021 EPSL Only:**
 - Has not exhausted their 2021 EPSL entitlement (e.g. has not used up the 80 hours they were previously eligible for).
 - Has a hire date of September 30, 2021 or before (service includes UC transfers with no break in service).

Process

Employee's Responsibility:

As an employee, you must complete and submit to your supervisor the [University of California 2021 Request for Emergency Paid Sick Leave \(EPSL\) Request Form](#) to request EPSL.

Approval for use of EPSL must be obtained from your supervisor before use.

On the EPSL Request Form, you will complete pages 3-5. Tips for completing the form are below:

- **Employee ID:** This is your UCPath Employee ID Number and can be found on your timesheet, paystub, or at ucpath.universityofcalifornia.edu.
- **Location:** This is "Irvine".
- **Reason for Taking EPSL:** You are asked to check a box for the reason you are requesting (reasons 1-6 on the first two pages).
 - For example: If you are requesting EPSL for childcare, you would check box 5.
- **Additional Information:** You only need to complete the additional for the reason you are requesting. Leave all other sections blank.
 - For example: If you are requesting EPSL for childcare, you would skip to page 4 and complete the "If requesting EPSL for Reason 5" section.
- **Sign and Route:** You may sign electronically or physically and route to your supervisor.
- **Supporting Documentation:** Do not submit supporting documentation with your EPSL request. However, retain this documentation, as you may be asked to provide at a later date.

Employees that have questions regarding the EPSL may contact the [Employee Experience Center](#) at (949) 824-9918 or covid19@uci.edu for assistance.

Supervisor's Responsibility:

As supervisor, you will receive the completed EPSL Request Form from your employee and are responsible for reviewing and approving/denying within 5 days. Return incomplete forms to the employee for completion.

You may sign electronically or physically. Return approved forms to your employee, with copy to your payroll administrator and local HR representative.

Work with your employee to ensure correct reporting of time on their timesheet.

Department Time Administrator's/Timekeeper's Responsibility:

Verify timesheet submissions and correct usage of EPSL time codes.

HR Representative's Responsibility:

File the approved EPSL request form in the employee's personnel file under the confidential medical file portion, where normal FMLA documents are filed.