COVID-19 RELATED PAID ADMINISTRATIVE LEAVES & PAY CONTINUATION

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UNIVERSITY OF CALIFORNIA
UC**RIVERSIDE**

UCPATH PILOT

Three Types of Paid Administrative Leaves

UC Expanded Paid Administrative Leave	FFCRA Emergency Paid Sick Leave (EPSL)	FFCRA Expanded Family and Medical Leave (EFML)
Maximum potential entitlement: FTE: Up to 128 hours Part-Time EE: Prorated by appointment percentage One-time allotment	Maximum potential entitlement: FTE: 80 hours Part-Time EE: Two-week equivalent	Maximum potential entitlement: Up to 12 workweeks for any eligible EE • First 2 weeks unpaid unless EE elects to use other available paid leave Health care workers and emergency responders are not eligible for EFML
No prior service requirements	No prior service requirements	On UC payroll for the 30 calendar days immediately prior to the leave
Must be taken in whole day increments but may be taken intermittently	Must be taken in two-week block	Must be taken in blocks of at minimum two weeks

Approved Reasons for Leaves

UC Expanded Paid Administrative Leave	FFCRA Emergency Paid Sick Leave (EPSL)	FFCRA Expanded Family and Medical Leave (EFML)
Used for the following purposes: 1. EE unable to work due to own or family member's COVID-19 related illness 2. EE unable to work because directed not to come to worksite for COVID-19 related reasons and/or worksite implemented COVID-19 related remote work or is under shelter in place order and it is not operationally feasible for employee to work remotely 3. EE unable to work due to COVID-19 related school or daycare closure which requires EE to be at home with a child or dependent and not operationally feasible for EE to work in conjunction with childcare commitment. The use of UC Expanded Paid Administrative Leave "shall not adversely affect the delivery of essential university services, including in particular, the clinical services delivered by UC Health."	Used for the following qualifying reasons: EE unable to work or telework because of: 1. Quarantine or isolation order 2. Told by health care provider to self-quarantine 3. Experiencing COVID-19 symptoms and seeking diagnosis 4. Caring for individual subject to quarantine/isolation order or who was told by health care provider to self-quarantine* 5. Caring for child whose school/place of care is closed or child care provider unavailable due to COVID-19* 6. Other substantially similar condition specified by HHS Secretary *Health care workers and emergency responders are not eligible to take EPSL for reasons 4 or 5.*	Used for the following qualifying reason: EE unable to work or telework because of caring for child whose school/place of care is closed or child care provider unavailable due to COVID-19 (same as reason #5 under EPSL) Any prior use of Family & Medical Leave Act (FMLA) entitlement in 2020 reduces EE's entitlement under EFML. Any use of EFML also reduces FMLA entitlement in 2020 assuming EE is eligible for FMLA. First two weeks of EFML are unpaid unless EE elects to use other available paid leave. An EE's maximum potential paid entitlement under expanded family and medical leave is 10 workweeks.

PROCESSING UC-PAL

UC-PAL IS ONLY TRACKED IN TARS UNLESS EMPLOYEES ARE BYA, THERE IS NO NEED TO COMPLETE A FORM OR UPDATE UCPATH.

UC PAID ADMINISTRATIVE LEAVE (UC-PAL) **Can be taken intermittently**
A. 16 days/128 hours – (prorated for part-time FTE) B. For employees who track their time in TARS, enter the new UC paid admin code which is found under the Sick Leave column and labeled <u>Administrative – Paid Special</u>

PROCESSING UC-PAL FOR NON-TARS USERS

UC-PAL IS ONLY TRACKED IN TARS UNLESS EMPLOYEES ARE BYA, THERE IS NO NEED TO COMPLETE A FORM OR UPDATE UCPATH

UC PAID ADMINISTRATIVE LEAVE (UC-PAL)   Can be taken intermittently
A. 16 days/128 hours – (prorated for part-time FTE)   B. For employees who do not track their time in TARS, such as those paid as BYA, please see the guidance provided by BFS. Screenshots provided in Appendix B.   C. Departments/Organizational units shall determine the amount of eligible Paid Administrative Leave

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PROCESSING EPSL

ESPL IS ONLY TRACKED IN TARS, THERE IS NO NEED TO UPDATE UCPATH, BUT COMPLETING THE EPSL/EFML FORM IS REQUIRED

FFCRA – EXTENDED PAID SICK LEAVE (EPSL) CANNOT be taken intermittently
A. Up to 80 hours – (prorated for part-time FTE)

A. Up to 80 hours – (prorated for part-time FTE)
B. Must be taken in a two-week block – (Once this leave begins to be used, it must be used continually for two weeks or the balance is forfeited)
C. Employee complete the **EPSL and/or EFML form** and submits to supervisor (signed form should then be retained in the department/organizational unit with other leave documentation).
D. * Enter the new EPSL paid admin code in TARS which is found under the Sick Leave column and should be tracked as follows:
E. and labeled
    a. **Emergency Paid Sick – Employee**
    b. **Emergency Paid Sick – Family**

* Employees who have reached the max of the UC-PAL (of 128 hours) and still unable to work due to the COVID-19 pandemic, are to fill out timesheet using the UC-PAL leave codes for applicable hours until further notice. The UC-PAL maximum will be applied as soon as the UCPath system is ready to accept additional allowable leave codes established by the university. Employees who exceed the UC-PAL maximum allotted hours, will have their timesheet corrected with the appropriate EPSL leave codes once available.

PROCESSING EFML – *FOCUS ON TARS*

EFML IS TRACKED IN BOTH TARS & UCPATH AND COMPLETING THE EPSL/EFML FORM IS REQUIRED

FFCRA – EXTENDED FAMILY MEDICAL LEAVE (EFML)
CANNOT be taken intermittently

A. **Up to 80 hours – (prorated for part-time FTE)**

B. **Must be taken in a two-week block – (Once this leave begins to be used, it must be used continually for two weeks or the balance is forfeited)**

C. **Employee complete the [EPSL and/or EFML form](#) and submits to supervisor (signed form should then be retained in the department/organizational unit with other leave documentation).**

D. **Enter the new EFML code in TARS which is found under either the Sick or Vacation Leave column and should be tracked as follows:**

    a. **The first two weeks of EFML is unpaid, however employees can receive pay during this time by using their UC-PAL, EPSL, vacation, sick or PTO. Represented staff wishing to use CTO should contact Labor Relations.**

    b. **After the first two weeks of EFML is taken, employees must track their time in TARS using:**

        a. **EFL – Expanded Family Medical Leave Salaried**

        b. **EMN – Expanded Family Medical Leave**

E. **Selecting the appropriate Leave Code in TARS is essential, as a new FMLA Flag is assigned to the relevant TARS/Earn Codes for all time EFML time submitted.**

F. **SEE APPENDIX A FOR ALL EPSL, EFML & PAY CONTINUATION TARS/EARN CODES**

PROCESSING EFML – *UCR/UCPATH LEAVE PROCESSING*

A. *THE EMPLOYEE COMPLETES THE FORM* EPSL and/or EFML form *AND SUBMITS TO THE SUPERVISOR FOR APPROVAL.*

B. *ONCE THE FORM IS APPROVED:*
   1. *THE FORM IS MAINTAINED IN THE STANDARD FML FILE LOCATED IN THE DEPARTMENT/ORGANIZATIONAL UNIT.*
   2. *THE LEAVE ADMINISTRATOR SUBMITS THE REQUEST TO THEIR SSC FOR ENTRY INTO UCPATH USING THE SAME METHOD THEY SUBMIT LEAVE REQUESTS NOW*

C. *SSCs ENTER THE UP TO 12 WEEKS OF EFML LEAVE IN UCPATH USING* FAMILY SHC-FMLA (FAM-FAMILY CARE).

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PAY CONTINUATION

PAY CONTINUATION IS NOT CONSIDERED A LEAVE AND IS ONLY TRACKED IN TARS. THIS BENEFIT IS ONLY FOR UC CAREER STAFF.

UC PAY CONTINUATION
A. To be used for Career Staff for any gap of paid time between the use of 40 hours of vacation leave accruals and June 30, 2020 B. Enter the new Pay Continuation code in TARS which is found under the Vacation Leave column and labeled <u>ADMCNT</u>

APPENDIX A

Leave Column in TARS	TARS Take Code Description	TARS Take Code	Notes
Sick	Administrative - Paid Special	ADMSPC	Use for UC-Paid Admin Leave (PAL)
Sick	Emergency Paid Sick Leave – EE	EPSEMP	Use for EPSL - Employee
Sick	Emergency Paid Sick Leave – Family	EPSFAM	Use for EPSL - Family
Sick	Expanded Family Medical Leave	EFMLA	Use for final 10 weeks of EFML
Sick	Administrative – Continuation	ADMCNT	Career Staff **ONLY** – Use for Pay Continuation
Sick	Emergency Paid Sick Leave – EE - EFMLA	EPSEMPFML	May use to supplement pay for the first two weeks of EFML
Sick	Emergency Paid Sick Leave – Family – EFMLA	EPSFAMFML	May use to supplement pay for the first two weeks of EFML
Sick	Administrative Paid – Special – EFMLA	ADMSPCFML	May use to supplement pay for the first two weeks of EFML
Sick	Personal – Sick – EFMLA	SPEFMLA	May use to supplement pay for the first two weeks of EFML
Vacation	Personal Vacation - EFMLA	VPEFML	May use to supplement pay for the first two weeks of EFML
Leave W/O Pay	Leave Without Pay – EFMLA	UPEFML	Use for unpaid time during the first two weeks of EFML
Paid Time Off	Paid Time Off - EFMLA	PDSEFML	May use to supplement pay for the first two weeks of EFML

APPENDIX B – BYA PAID EMPLOYEES

Visit the [Tracking of Admin Leave – BiWeekly & Monthly](#) Form on the BFS website to use the Excel Spreadsheet that has been developed by BFS>

Biweekly Position - Time Based Pay

Hourly Rate	AVG Hours Spent Per PP based on Previous Periods	Job FTE or FTE Per PP Based on AVG Hours	Admin Leave Max	Admin Leave Max Based on FTE	Previous Admin Leave Takes	Remaining Admin Leave Balance	Current Pay Period Takes not to Exceed Remaining Balance	One Time Pay
$ 23.00	12.5	0.156	128	20.0	0.0	20.0	10.0	$ 230.00
$ 32.00	20.0	0.250	128	32.0	0.0	32.0	20.0	$ 640.00

Biweekly Position - Flat Dollar Amount Based Pay (Pay is the same every pay period regardless of hours spent)

Pay Rate per PP	$ 500.00	Hours Per PP	80	Pay Rate	$ 6.25			
$ 6.25	80.0	1.000	128	128.0	0.0	128.0	80.0	$ 500.00

Pay Rate per PP	$ 3,500.00	Hours Per PP	80	Pay Rate	$ 43.75			
$ 43.75	80.0	1.000	128	128.0	0.0	128.0	80.0	$ 3,500.00

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