The health and well-being of our community remain our number one priority. In response to the current state of emergency the University is providing employees a one-time allotment of up to 128 hours of paid administrative leave. There are eligibility requirements outlined in the UCOP Executive Order and sufficient verifiable documentation is required.

This COVID-19 Emergency Administrative Leave (EAL) may only be used for the following reasons all of which relate to COVID-19:

› When the employee is unable to work because the employee or a family member has a COVID-19 related illness.

› When an employee is unable to work because the employee has been directed not to come to work for COVID-19 related reasons and it is not operationally feasible for the employee to work remotely.

› When an employee is unable to work because of a COVID-19 related school or daycare closure that requires the employee to be at home with a child or dependent and is not able to work remotely.

› When an employee has been ordered by a local, state or federal authority to “shelter in place” and is not able to work remotely.

Employees who need to use this paid administrative leave shall request it from their immediate supervisor who shall be responsible for determining whether to grant the administrative leave.

› In making the determination as to whether to grant the leave, supervisors must take into account the operational needs of the University with special consideration given to the critical importance of maintaining the continuity of medical center operations.

› If supervisors have questions regarding the application of the COVID-19 EAL they should contact their assigned Employee Relations Consultant.

Find all COVID-19 Guidance for Employees and Supervisors at hr.ucdavis.edu/coronavirus