

COVID-19 Related UC San Diego Academic Leaves and Duties Modification Programs

Below is a summary of the COVID-19 related paid leave provisions available to eligible academic appointees and the local duties modification program available to eligible faculty. Appointees eligible for more than one leave option may apply for either or both and choose the order in which they are taken. Personal time off or vacation may also be used upon request. For more information, see the [2021 EPSL Request Form](#), the [UC Net Coronavirus update: Expanded leave policies](#), and UCOP's [Guidance Regarding COVID-19 Related Leaves](#).

Chart Rev 3/31/21 UC Expanded Paid Administrative Leave (EPAL)	2021 Emergency Paid Sick Leave (EPSL)	COVID-related Caregiver Modified Duties (CCMD)—not a leave
128 hours or 16 days for FTE prorated for part-time appointees	80 hours for FTE or the two-week equivalent for part-time appointees	Up to 3 quarters total of modified duties during the two-year interim CCMD program such as: relief from service, adjusted course scheduling, additional teaching support, course relief from teaching one course w/out the assignment of additional future teaching (full relief from teaching potentially available in exceptional circumstances). This list is not exhaustive.
Eligibility includes: Employees who meet UCOP requirements on systemwide guidance (wide swath).	All appointees are eligible for EPSL in 2021, regardless of length of employment at the University or appointment type. <i>Although health care workers and emergency responders were not eligible for EPSL for Reasons 4 or 5 in 2020, they are eligible for EPSL for any reason in 2021.</i>	Eligibility includes: Faculty for whom APM 760-28 applies with dependent care responsibilities of 50% time or more for dependents in their homes. Program is separate and distinct from local or systemwide policy. See terms for details.
March 1, 2020 – June 30, 2021	March 29 – September 30, 2021	AY 2020-2021 & AY 2021-2022
No prior service requirements	No prior service requirements	No prior service requirements
Can be taken intermittently, and for exempt appointees is recorded in whole days. For hourly appointees, leave taken is entered in hours.	Can be taken intermittently only in certain circumstances as described below and may be contingent on whether the appointee is teleworking or working onsite and the reason the leave is requested. See UCOP guidance for more detail: <ul style="list-style-type: none"> • Non-exempt appointees who are teleworking may take EPSL as a block leave or intermittently in increments of at least one hour. • Exempt appointees who are teleworking may take EPSL as a block leave or intermittently in whole day increments. • Appointees working onsite may take EPSL for any reason as a block leave but may only take EPSL intermittently if taking EPSL for Reason 5. When taking EPSL intermittently for Reason 5, non-exempt appointees may take EPSL in increments of at least one hour, and exempt appointees may take EPSL in whole day increments. For public health reasons, appointees working onsite who are taking EPSL for Reasons 1-4 or 6 must continue using EPSL until the appointee either uses the full amount of EPSL or no longer has a qualifying reason for using EPSL. 	The total combined ASMD, CCMD, and APM 710 exceptions may not exceed a total of 2 quarters during any one academic year, unless for use of ASMD for childbearing appointees which allows for up to three quarters of ASMD within 12 months of the date of event. *ASMD and CCMD may not be used concurrently.
<p>Qualifying reason for use – unable to work or telework because of:</p> <ol style="list-style-type: none"> 1. Appointee’s own COVID-19 related illness or that of a family member² 2. Appointee directed not to come to worksite for COVID-19 related reasons and/or worksite has COVID-19 related remote work program or is under shelter in place order and it is not operationally feasible for employee to work remotely 3. COVID-19 related school or daycare closure requires appointee to be at home with child/dependent and it is not operationally feasible for appointee to work remotely or in conjunction with childcare commitment <p>The use of EPAL “shall not adversely affect the delivery of essential University services.”</p> <p>Instruction is an essential service of the University. Instructors are not eligible to take EPAL during their scheduled remote lectures/class sessions for criterion 3 above.</p>	<p>Qualifying reason for use – unable to work or telework because of:</p> <ol style="list-style-type: none"> 1. Quarantine or isolation order 2. Told by health care provider to self-quarantine 3. (a) appointee is experiencing COVID-19 symptoms and seeking a medical diagnosis; (b) appointee 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 appointee obtain a diagnostic test for, or a medical diagnosis of, COVID-19, and appointee is seeking or awaiting those results; (d) appointee is obtaining immunization related to COVID-19; or (e) appointee is recovering from injury, disability, illness, or condition related to obtaining COVID-19 immunization 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 b/c of COVID-19 6. Other substantially similar condition specified by HHS Secretary 	<p>Qualifying reason for use – unable to work or telework because of:</p> <ol style="list-style-type: none"> 1. COVID-19 related school or daycare closure requires appointee to be at home with child/dependent and modified duties are necessary for appointee to work remotely in conjunction with childcare commitment <p>Applicants for CCMD must submit requests with as much notice as possible. With the exception of Fall 2020, which can be submitted now, such requests should be initiated at least an academic term in advance. In all cases, requests for CCMD modifications will be negotiated. See full proposal. Faculty whose dependents have already returned to full-time childcare, daycare, on site school, or eldercare will not be eligible for the modifications allowed by this program as it is meant to relieve the tension caused by above and beyond caretaking loads for campus faculty and support caretakers in a time of exceptional need.</p>