

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

| <b>Chart Rev 11/12/20</b><br><b>UC Expanded Paid Administrative Leave (EPAL)</b>  | <b>FFCRA Emergency Paid Sick Leave (EPSL)</b>   | <b>FFCRA Expanded Family &amp; Medical Leave (EFML)</b>   | <b>APM 710 Exceptions</b>  | <b>COVID-related Caregiver Modified Duties (CCMD)—not a leave</b>  |
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| 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 12 workweeks for any eligible appointee   | Use of up to the limit of existing accruals, during duration specified OR Use of 4 weeks of Paid Medical Leave forfeiture in exchange for 1 course relief or its equivalent.   | Up to 3 quarters total of modified duties during the two-year interim 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).   | Eligibility includes: Employees who meet UCOP requirements on systemwide guidance. Health care workers and emergency responders not eligible for reasons 4 or 5.  | Eligibility includes: Employees who meet UCOP requirements on systemwide guidance (wide swath). Health care workers and emergency responders are not eligible for EFML.   | Eligibility includes: Non-HSCP, unrepresented faculty and unrepresented academic appointees covered under APM-710, represented Librarians (LX), Postdoctoral Scholars (PX), and Academic Researchers (AR).   | 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. <a href="#">See terms for details.</a>   |
| <b>March 1, 2020 – June 30, 2021</b>  | <b>April 1 – December 31, 2020</b>  | <b>April 1 – December 31, 2020</b>  | <b>September 28, 2020-December 31, 2020</b>  | <b>AY 2020-2021 &amp; AY 2021-2022</b>   |
| No prior service requirements   | No prior service requirements   | On payroll for 30 calendar days immediately prior to the leave  | 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.   | Must be taken in two-week block (can, however, be taken in shorter blocks for Reason 5 in certain limited circumstances— see FAQ 30)  | Must be taken in blocks of at minimum two-weeks (can, however, be taken in shorter blocks in certain limited circumstances – see FAQ 30)  | <ol style="list-style-type: none"> <li>For those who accrue sick leave, accruals can be taken intermittently, and, for exempt appointees in whole days. For hourly appointees, leave entered in hours.</li> <li>For paid medical leave forfeiture, course relief or equivalent must be taken in 1 block of 4 weeks. No pro-rating of required forfeiture.</li> </ol>   | 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.<br>*ASMD, CCMD, and APM 710 may not be used concurrently.   |
| <p>Qualifying reason for use – unable to work or telework because of:</p> <ol style="list-style-type: none"> <li>Appointee’s own COVID-19 related illness or that of a family member</li> <li>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 <u>and</u> it is not operationally feasible for employee to work remotely</li> <li>COVID-19 related school or daycare closure requires appointee to be at home with child/dependent <u>and</u> it is not operationally feasible for appointee to work remotely or in conjunction with childcare commitment</li> </ol> <p>Instructors are not eligible to take EPAL during their scheduled remote lectures/class sessions for reason 3.<br/>The use of EPAL “shall not adversely affect the delivery of essential University services.” Instruction is an essential service of the University.</p> | <p>Qualifying reason for use – unable to work or telework because of:</p> <ol style="list-style-type: none"> <li>Quarantine or isolation order</li> <li>Told by health care provider to self-quarantine</li> <li>Experiencing COVID-19 symptoms and seeking diagnosis</li> <li>Caring for individual subject to quarantine/isolation order or who was told by health care provider to self-quarantine</li> <li>*Caring for child whose school/place of care is closed or child care provider unavailable b/c of COVID- 19</li> <li>Other substantially similar condition specified by HHS Secretary</li> </ol> <p>*Appointees whose dependents have already returned to childcare, daycare, or school on location will not be eligible for the use of EPSL on any days a facility is open for on-location care.</p> | <p>Qualifying reason for use – unable to work or telework because of:</p> <ol style="list-style-type: none"> <li>*Caring for child whose school/place of care is closed or child care provider unavailable b/c of COVID-19 (same as reason #5 under EPSL)</li> </ol> <p>*Appointees whose dependents have already returned to childcare, daycare, or school in hybrid models on location will not be eligible for the use of EFML on any days a hybrid facility is open for on-location care.</p> <p>Any prior use of Family &amp; Medical Leave Act (FMLA) entitlement in 2020 reduces appointee’s entitlement under EFML. Any use of EFML also reduces FMLA entitlement in 2020 assuming appointee is eligible for FMLA. First two weeks of EFML are unpaid unless appointee elects to use other available paid leave. An employee’s maximum potential paid entitlement under EFML is 10 workweeks.</p> | <p>Qualifying reason for use – unable to work or telework because of:</p> <ol style="list-style-type: none"> <li><u>For sick leave use:</u> 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</li> <li><u>For paid medical leave forfeiture in exchange for course relief:</u> COVID-19 related school or daycare closure requires appointee to be at home with child and modified duties are necessary for appointee to work remotely in conjunction with childcare commitment/s.</li> </ol> <p>Requests for APM 710 exceptions must be negotiated on an individual basis between faculty, department chairs, and, in some cases, the dean. A balance must be struck between assisting faculty and enabling the academic and research mission of the University. See site for details:<br/><a href="https://aps.ucsd.edu/apm710exceptionsFA20.html">https://aps.ucsd.edu/apm710exceptionsFA20.html</a></p> | <p>Qualifying reason for use – unable to work or telework because of:</p> <ol style="list-style-type: none"> <li>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</li> </ol> <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.<br/>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> |