

May 7, 2020

To: Business Officers

From: Human Resources

Re: COVID-19 Related Leaves and Job Protections Guidance - May 4, 2020

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UCOP has provided a third update to their [COVID-19 Related Leaves and Job Protections Guidance \(May 4, 2020\)](#). Changes and additions are denoted by the revision date just after the FAQ that has been revised (Revised 5/4/20, Added 4/27/20, etc.). The document, along with an abundance of leave information applicable to all employee types can be found on the [COVID-19 Leave Information webpage](#). In addition, some key changes can be found below:

1. Part-time **career** employees should have their PAL allotment based on their appointment percentage, and not based on their actual hours worked.
2. **Question:** Can “child care” be interpreted to also include “homeschooling” for purposes of PAL, EPSL and EFML?

**Answer:** For the purposes of PAL, EPSL and EFML, “homeschooling” is considered “childcare”.

- PAL: An eligible employee may use PAL if the employee is unable to work because a COVID-19-related school or daycare closure requires the employee to be at home with a child or dependent, and it is not operationally feasible for the employee to work remotely in conjunction with the childcare commitment. (Executive Order - dated 3/16/20)
  - EPSL & EFML: An eligible employee may use EPSL for Reason 5 or EFML if they are unable to work or telework because they’re caring for their child whose school or place of care has closed or whose child care provider is unavailable due to COVID-19 precautions.
3. The usage of EPSL has been changed from “two-week blocks” to “blocks”. The indication is that EPSL can now be taken in daily (exempt) or hourly (non-exempt) blocks of time until the full allotment is exhausted. This provides additional flexibility for those needing to use EPSL.
  4. The Pay Continuation provision requires that career staff employees use up to 40 hours of vacation, CTO and/or PTO prior to using Pay Continuation. We have received guidance from UCOP that states “If the employee has fewer than 40 hours remaining of such leave accruals, the employee must use their remaining leave accruals. If the employee has used all such leave accruals, the employee may be eligible for pay continuation”. The indication is that once employees use the available accruals they have, even if less than 40 hours, employees may begin to use Pay Continuation and are **not** required to use vacation, CTO and/or PTO balances as they accrue while using Pay Continuation.

If you have any questions or would like to send comments, please email [HRpolicy@ucr.edu](mailto:HRpolicy@ucr.edu).