



OFFICE OF THE VICE PRESIDENT
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OFFICE OF THE PRESIDENT
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CHIEF HUMAN RESOURCES OFFICERS

In December 2020, President Drake approved certain temporary changes regarding temporary layoff and temporary reduction in time under [PPSM-60 \(Layoff and Reduction in Time from Professional & Support Staff Career Positions\)](#) due to the effects of the COVID-19 pandemic.

Effective December 1, 2020 through June 30, 2022, career employees in the SMG and MSP personnel groups may also be subject to temporary layoff and temporary reduction in time due to the effects of the COVID-19 pandemic in accordance with Section III.D of PPSM-60. This will be an alternative to a COVID-related termination for MSP employees under [PPSM 64 \(Termination and Job Abandonment\)](#) and a COVID-related termination for SMG employees under [PPSM II-64 \(Termination of Appointment\)](#).

Effective December 1, 2020 through June 30, 2022, periods of temporary layoff and temporary reduction in time due to the effects of the COVID-19 pandemic may exceed a cumulative total of four calendar months in a calendar year, but will not exceed a period of twelve consecutive months. Reemployment from a temporary layoff that does not exceed a period of twelve consecutive months will provide continuity of service.

While the President's approval of these temporary changes is in effect, locations placing policy-covered career employees (PSS, MSP and SMG) on a temporary layoff or temporary reduction in time due to the effects of the COVID-19 pandemic (not exceeding twelve consecutive months) will not be considered an exception to policy. Locations must provide the President with advance notice before taking any of the above actions by submitting their temporary layoff and/or temporary reduction in time plans, prior to implementation, to Systemwide Human Resources for transmittal to the President. These changes do not apply to represented employees unless negotiated on an individual basis with each union. These changes also do not apply to Lawrence Berkeley National Laboratory.

Systemwide Human Resources will temporarily amend benefits eligibility policy in line with this change. Policy-covered benefits-eligible career employees (PSS, MSP and SMG) who have been temporarily laid off or have had a reduction in time will remain eligible for the Staff Health and Welfare Benefits program and will continue to receive the University contribution to premiums for the duration of the temporary layoff and/or temporary reduction in time occurring between December 1, 2020 and June 30, 2022, subject to the exceptions listed below.

This extension of benefits eligibility during temporary layoff does not supersede other benefits eligibility policy. If an employee loses benefits eligibility for any other reason included in the Group Insurance Regulations (GIRs), benefits eligibility will cease in accordance with applicable provisions of the GIRs.

Continuation of certain benefits during temporary layoff is subject to the terms and conditions of the insurance policy, as follows:

- **Disability Insurance:** Basic, Voluntary Short-Term and Voluntary Long-Term Disability coverage does not continue during temporary layoff.
- **Life Insurance**
 - Basic Dependent Life Insurance coverage may continue only if the Eligible Employee continues Supplemental Life Insurance or has Basic Life Insurance.
 - Expanded Dependent Life Insurance coverage may continue if the Eligible Employee continues Supplemental Life Insurance.
- **Flexible Spending Accounts (FSAs)**
 - Health FSA participation may continue through COBRA during a temporary layoff. If an employee opts to discontinue coverage through COBRA, contributions and coverage end on the last day of the pay period in which the final contribution was made.
 - Dependent Care (DepCare) FSA participation ends while on temporary layoff. Contributions and coverage end on the last day of the pay period in which the final DepCare contribution was made.

An employee may choose whether or not to continue benefits while on temporary layoff. The terms of the GIRs will be followed regarding restarting benefits upon return from temporary layoff. Employees choosing to continue benefits will need to make arrangements with UCPath in advance for direct payment of the employee portion of premium while on temporary layoff. Failure to make regularly scheduled payments will result in termination of benefit(s).

Thank you for your support and flexibility as we continue to navigate through the pandemic.

Sincerely,



Cheryl A. Lloyd
Interim Vice President, Systemwide Human Resources

cc: President Drake
Provost Brown
Chancellors
Lawrence Berkeley National Laboratory Director
Medical Center Chief Executive Officers
Vice Chancellors – Administration
Executive Vice President Nava
Vice Provost Carlson
Associate Vice Provost Lee
Deputy General Counsel Woodall
Chief of Staff Kao
Executive Director and Chief of Staff Henderson
Senior Counsel Mastro
Manager Carr
Policy Coordinators