

**Administrative Leave Policy Supplemental Guidelines**

*August 2016*

**I. Local Procedure Summary**

These supplemental guidelines are to be used in situations where unforeseen natural disasters or other emergencies such as wildfires, earthquakes or severe flooding impact an employee's ability to report to work. Supervisors and managers are encouraged to provide maximum flexibility when considering employee requests, including identifying short-term options for telecommuting or alternate work schedules.

The following guidelines are provided to assist the campus community in responding to requests and to ensure a uniform approach throughout the campus.

**II. Related Policies and References**

UC Personnel Policies for Staff Members (UC-PPSM) – 2.210: Absence from Work

**III. Program Coordinator**

The Office of the President has requested each campus to designate a Program Coordinator to assist with the handling of requests and issues in response to emergencies. The Program Coordinator for the Riverside campus is the Director of Employee & Labor Relations, Elizabeth Sanchez.

**IV. Administrative Leave (UC-PPSM, Procedures 2.210)**

- a. PPSM 2.210 allows for employees to be granted administrative leave with pay, under certain circumstances, for a period of time authorized by the appropriate authority. For exclusively represented employees, please refer to the applicable provisions in the collective bargaining agreements.
- b. Staff directly affected by an emergency which prevents them from working their normal work schedule may be granted administrative leave with pay for the period of time authorized by the Chancellor. The amount of paid administrative leave will vary depending on the type and severity of the emergency.
- c. In response to the August 2016 Southern California Blue Cut wildfire, up to five days of administrative leave with pay may be granted after supervisory consultation with the Program Coordinator.

**V. Other Leaves: Vacation, Personal Leave, Sick Leave and Family Medical Leave**

- a. In addition to paid administrative leave for emergencies, employees may request other leave types (e.g., vacation, compensatory time). Review and approval will be according to department procedures.
- b. Sick and vacation leave may be appropriate, as well as family and medical leave, and personal leave for situations in which employees need to provide care for family members directly affected by the disaster.

## **VI. Emergency Response Assistance**

Staff requesting to assist with emergency response efforts involving state-declared or federally declared disasters/emergencies should have their requests for either paid or unpaid administrative leave reviewed and approved by their supervisor, the department head and the Program Coordinator.

## **VII. Procedure**

- a. Requests for administrative leave due to emergencies should be made to the employee's direct supervisor. The supervisor and department head will review the request, and coordinate with the Program Coordinator to determine approval or denial of the request.
- b. Other leave types (vacation, sick leave, personal leave and family medical leave (FML)), should be requested according to departmental procedures.

## **VIII. Contact Information**

- Questions related to this communication should be directed to the HR Emergency Program Coordinator, Elizabeth Sanchez, [elizabeth.sanchez@ucr.edu](mailto:elizabeth.sanchez@ucr.edu).