

September 22, 2021

To: HRLG, HROG and Business Officers

From: Central Human Resources

Re: Extension – Vacation Maximum Accrual and Emergency Paid Sick Leave (EPSL)

Vacation Maximum Accrual

On September 9, 2021, President Drake approved the request to extend the approval to temporarily increase the amount of additional time that [PPSM-2.210 – Absence from Work](#) provides to policy-covered staff employees to use to bring the employee's vacation accrual below the maximum October 1, 2021 to June 30, 2022.

Effective June 1, 2020 through June 30, 2022, policy-covered staff employees may receive up to an additional 25 months (instead of up to an additional four months) under PPSM-2.210 – Absence from Work within which to take vacation leave in order to bring employees' vacation accruals below the maximum. Policy-covered staff employees will continue to accrue vacation leave during this timeframe.

This policy change applies to policy-covered staff employees, including those that earn PTO, at locations other than Lawrence Berkeley National Laboratory. Policy-covered staff who earn PTO should refer to their location's PTO program for eligibility information. This does not apply to represented employees. For more information, please review the [Vacation Maximum Accrual FAQs](#).

Emergency Paid Sick Leave (EPSL)

On September 16, 2021, President Drake approved the request to extend the deadline to use Emergency Paid Sick Leave (EPSL) to June 30, 2022.

- May use up to 80 hours – **please note that this extension does not provide an additional 80 hours; this extends the time period to use the hours previously granted.**
- Part-time employee: two-week equivalent.
- Employees are able to take EPSL through June 30, 2022.

For a comprehensive review of the COVID-19 Related Leaves for Policy-Covered and Represented Staff Employees, including EPSL qualifying reasons, view the existing [SHR COVID-19 Related Leaves for Policy-Covered and Represented Staff Employees](#). Please note that future updates to this document will be coming soon.

If you are an eligible employee and have questions about COVID-19 related leave, contact your department Human Resources representative.

For questions related to this communication, please e-mail your question(s) to hrpolicy@ucr.edu.