

TEMPORARY PAID ADMINISTRATIVE LEAVE FAQs

Coronavirus Pandemic (COVID-19)

- **What does this Temporary Paid Administrative Leave mean?**
 - Temporary Paid Administrative Leave (PAL) means that for a limited period of time, employees on that status will receive their normal rate of pay while neither reporting to work nor working remotely.
 - The Chancellor has granted use of paid administrative leave up to 256 hours (prorated for those who do not work full-time) effective March 23 through December 31, 2020 for employees unable to work for COVID-19 related reasons.

- **Who is eligible to use this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave?**
 - Under the specific provisions, the following employees shall be eligible to receive a one-time allotment of up to 128 hours (prorated for those who do not work full-time) of paid administrative leave that can only be used due to COVID-19 related absences.
 - Most employees appointed with a timebase, including exempt and non-exempt employees;
 - Academic student employees (R11); and
 - Non-represented student assistants

- **Who is excluded from eligibility for Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave?**
 - Hourly/Intermittent Employees (positive pay)
 - Special Consultants
 - Retired Annuitants and FERP employees
 - Auxiliary/Foundation Employees
 - Temporary Faculty employed solely to teach summer session, extension, and/or intersession, with no appointments during the regular terms (e.g. fall and spring semester)

- **When can I use this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave?**
 - The paid administrative leave hours may only be used if the employee is unable to work, on campus or remotely, for the any of the following purposes:
 - When an employee is unable to work due to the employee's own COVID-19-related illness or that of a family member who the employee would normally be able to use sick leave for;
 - When an employee is unable to work because the employee has been directed by their supervisor or healthcare provider not to come to the worksite for COVID-19-related reasons and/or it is not operationally feasible for the employee to work remotely;
 - When an employee is unable to work due to a COVID-19-related school or daycare closure and the employee is required to be at home with a child or

dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

- **How long do I have to use this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave?**
 - All hours must be used by close of business on December 31, 2020 at which time the remaining allotted hours will expire;
 - The hours may be used at any time during this designated period including intermittently, either before or after the use of any accrued leave or other paid leave, at the request of the employee, in consultation with the supervisor, provided that such use shall not adversely affect the delivery of essential university services

- **Who needs to approve this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave?**
 - Temporary Paid Administrative Leave can be requested through an employee's Appropriate Administrator.
 - Employees can request this Temporary PAL by filling out the request form, and providing the completed form to their Appropriate Administrator.

- **What if I do not meet the criteria to take this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave, but still want to take time off?**
 - Employees are free to use their available leave credits (Vacation, Sick Leave, Personal Holiday, CTO) to cover their period of absence if working remotely is not possible.

- **How to I code my timesheet for this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave?**
 - As of March 23, 2020, the process of coding time for the Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave is still being determined. Conformation of this process is expected in the near future.

- **What happens after I exhaust this Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave entitlement?**
 - Employees may use their available leave credits (Vacation, Sick Leave, Personal Holiday, CTO) to cover their period of absence if working remotely is not possible.