

FREQUENTLY ASKED QUESTIONS
on the use of COVID-19 paid administrative leave for academic titles

- **Q: The President’s mandate stipulates that “Use of Paid Administrative Leave must not adversely affect the delivery of essential university services. In addition to the clinical services delivered by UC Health, the delivery of instruction is an essential university service. How will paid administrative leave be approved for faculty (both senate and non-senate)?**
A: Faculty are expected to utilize [Instructional Resilience](#) to continue teaching. Chairs and deans of schools will need to assess requests for leave to ensure continuity of instruction.
- **Q: Will this leave need to be tracked in UC Path/CalTime?**
A: Yes, tracking the use of this leave is required for University, federal, and state audit purposes.
 - For academics that use CalTime usage will be recorded in that system as a leave type of: CV19-Admin Leave.
 - For academics that do not use CalTime (e.g. academic-year faculty or Graduate Student Researchers), usage will be entered directly into the Absence Management module of UCPATH using either an Earn Code of RGC or RVN. A job aid on how to do the UCPATH entry is forthcoming, but for now please track any non-CalTime recorded usage offline.
- **Q: How should this leave be requested?**
A: Academic appointees need to submit a request to their supervisor. This can be done orally or in writing (email is fine). If it is requested orally, a follow up email should be sent and the approval or denial of the request should be in writing (again, email is fine).
- **Q: Is there a form that should be used?**
A: If an academic uses CalTime, then no additional form is needed. For academics that do not use CalTime, a Sabbatical Leave/Special Leave of Absence (UPAY-573) form is added. A [sample form](#) is available on APO’s website.
- **Q: Who can approve these requests?**
A: The appointee’s supervisor can approve requests for non-senate titles, keeping in mind any use of the leave must not adversely affect the delivery of instruction. The Vice Provost for the Faculty will approve requests for senate titles.
- **Q: If an instructor is unable to teach, who will be responsible for arranging for a substitute?**
A: It is the responsibility of the department chair or school dean to assign teaching duties.
- **Q: Will FML be required in any cases?**
A: Accrued leave or paid medical leave does not need to be taken prior to or in conjunction with the use of Paid Administrative Leave, so FML is not required for the 16 days or 128 hours. Use of medical leave will require documentation and use of FML for eligible individuals.
- **Q: How will academic employees currently on paid leave be affected?**
A: For academic appointees who are currently on leave, have by-agreement appointments, or for other questions, please consult with APO.

- **Q: Can PIs charge this leave to sponsored research contracts and grants?**
A: Yes. More details may be found on the Sponsored Projects Office [website](#).