

**UCLA Campus Guidance for Managers and Supervisors
Regarding the Usage of Paid Administrative Leave Provided Pursuant to
President Napolitano’s Executive Order Dated March 16, 2020¹**

1. The University has modified the emergency temporary leave policies issued on March 9, 2020, in accordance with the [Executive Order](#) issued by President Napolitano on March 16, 2020.
2. Effective immediately, employees will be eligible to receive up to 128 hours of paid administrative leave in order to cope with the impact of the COVID-19 pandemic.
3. This particular COVID-19 related paid administrative leave may only be used for the following reasons:
 - a. When the employee is unable to work because the employee or a family member has a COVID-19 related illness;
 - b. When an employee is unable to work because the employee has been directed not to come to work for COVID-19 related reasons and it is not operationally feasible for the employee to work remotely;
 - c. When an employee is unable to work because of a COVID-19 related school or daycare closure that requires the employee to be at home with a child or dependent and the employee cannot work remotely; or
 - d. When an employee has been ordered to “shelter in place” and is not able to work remotely.
4. The allocation for employees with less than full-time appointments shall be pro-rated based on appointment percentage.
5. The 128-hour allotment may be used consecutively in one block or incrementally.
6. Employees who need to use this paid administrative leave shall request it from their immediate supervisor who shall be responsible for determining whether to grant the administrative leave in consultation with the department head.
7. In making the determination as to whether to grant the leave, supervisors must consider the operational needs of the University with special consideration given to the critical importance of maintaining the continuity of health care operations.
8. Employees may still use accrued sick, vacation, or paid time off in order to address their own illness or the serious medical condition of a family member.

¹ These guidelines apply only to staff employees. The UC Office of the President will issue guidelines that will apply to all academic appointees, including postdoctoral fellows and academic student employees.

9. The paid administrative leave may be used prior to usage of an employee's accrued leave. Managers and Supervisors may not ask employees to first use their accrued leave before using paid administrative leave.
10. Subject to the University's ongoing operational needs, the paid administrative leave provided pursuant to the Executive Order must be used no later than December 31, 2020.
11. Campus departments are encouraged to consult with UCLA Campus Human Resources – Employee & Labor Relations if you have any questions regarding the Executive Order or these Guidelines. Specifically, you may contact your assigned [Employee Relations Consultant](#).