

November 25, 2020

To: Campus Community

From: Human Resources

Re: Thanksgiving Travel Guidance – HR Update

On Friday, November 20, 2020 the Chancellor issued a Thanksgiving travel advisory communication to the campus. The communication included a recommendation for essential employees who travel outside of their regular household for in-person gatherings to sequester for 14 days and complete one COVID-19 test per week through their local or county provider. This communication will provide guidance on available leave options for employees should they elect to sequester for 14 days.

Essential employees with accrued vacation and/or compensatory time off (CTO) available may use it during the recommended 14 day sequester period or elect to go unpaid.

- **Vacation**
 - Eligible employees may use accrued vacation to cover pay during the recommended 14 day sequester period.
 - Vacation accruals vary by represented and non-represented staff, and academics.
 - To determine eligibility to accrue vacation, staff employees refer to UC policy [PPSM 2.210](#), represented employees refer to the appropriate [collective bargaining agreement](#), and academic employees refer to the appropriate [APM](#).

- **CTO**
 - Employees who have CTO may use compensatory time to cover pay during the recommended 14 day sequester period.

- **UC Expanded Paid Administrative Leave (PAL)**
 - PAL benefits are available to employees from March 1, 2020 through June 30, 2021. Eligible full-time employees are given a one-time allotment to use a maximum of 128 hours during that period for COVID-19 related leaves. Part-time employees are eligible, however the time is prorated by appointment percentage. If an employee has exhausted the one-time allotment of 128 hours or the prorated percentage, the benefit can no longer be used for future COVID-19 related leaves. Additionally, PAL may not be used to cover the recommended 14 day sequester period.

For additional information on COVID-19 related leaves visit the [HR website](#). To view guidance on UCR's COVID-19 standard operating procedure visit the [EHS website](#).