

# Updated Summary of Leave Provisions for UCSF Employees Impacted by COVID

## Updated January 2023

### Accrued Time

#### Use of Accrued Time (Sick/Vacation or PTO/Extended Sick Leave); LOA or WComp

- **Accrued Time** - Employees may be eligible to use available, accrued sick and vacation (or paid time off and extended sick time) leave for COVID-related illnesses.
- **LOAs** - Contact your Leaves Specialist (campus) or the Leave Management Specialist (Health) for more information re: leave of absence information if necessary.
- **Workers' Compensation** - If exposed to COVID 19 in the workplace, report it to your supervisor immediately. For assistance, health employees contact UCSF Occupational Health Services at 415-885-7580 or email at OHS@ucsfmedctr.org and campus employees contact Disability Management Services at 415-476-2621 or email at HRDMS@ucsf.edu.

### EVCLSP

#### COVID- 19 Emergency Voluntary Catastrophic Leave Sharing Program

- Employees who are re unable to work due to COVID-19 impacts may be eligible recipients for EVCLSP
- Recipient lacks sufficient vacation/sick leave/extended sick leave/compensatory time off/PTO to cover the absence
- Eligible recipients will be granted up to 16 hours from the temporary emergency bank, if the hours are available
- To initiate your request complete the EVCLSP Request for Leave Donations for Staff Impacted by COVID-19 Form and contact the leave specialist (Campus) or the Leave Management Team at (415) 353-4545, Option #2, or email: MCLOA@ucsf.edu (Health).
- If interested in donating leave, complete EVSLP Request for Authorization to Donate Leave to Staff Impacted by COVID-19 Form
- For more information and forms go to this [link](#)

### EPSL 2022

#### Emergency Paid Sick Leave (extended until 12/31/2022)\* **EXPIRED**

- Up to 80 hours of paid leave (allowed to use 2021 bank of up to 80 hours as well if not previously exhausted)
- May only be used when work available but unable to work or telework due to a qualifying reason
- *Submit 2022 form or 2021 Retro form as applicable and for HBS use ESN1 (Employee) or EFN1 (Family)*
- **\*NOTE: if began use of EPSL at the end of 2022 and continued to use it for same event into 2023, employee will be allowed to finish that block leave using any remaining 2021 or 2022 EPSL entitlement.**

### ETR Pay/Benefit Protection

#### Cal-OSHA Emergency Temporary Regulations (11/30/2020-12/31/2022) **EXPIRED**

- If we excluded employee from the workplace pursuant to ETR (includes COVID-19 +, those on isolation under order, and those with COVID-19 exposure) must maintain pay and benefits as if they are working