

**University of California**  
**Executive Order**  
**March 16, 2020**

**Background and Findings**

As of this date, the world is facing a severe health crisis in which COVID-19, a new respiratory illness caused by a novel coronavirus, places millions of people at risk of serious illness or death. The World Health Organization has declared that the disease is a pandemic.

Declarations of Emergency have been issued by the President of the United States, the Governor of California, and many California counties and other local jurisdictions, including many of the jurisdictions where the University of California maintains campuses or other significant operations.

In the United States, where the virus was detected only weeks ago, several thousand people have already been stricken ill by the disease. The disease is spreading rapidly in our communities and, accordingly, protecting the capacity of our health care systems is imperative.

Many governmental offices, school districts and universities, and private businesses have suspended in-person operations and/or directed employees to work remotely in an effort to slow the spread of the disease, and to conserve our limited health resources. The Governor of California has called for bars, wineries and nightclubs to temporarily cease operation and for restaurants to reduce capacity by 50% in order to allow for social distancing.

Health officials have placed a limit on mass gatherings and have restricted and/or advised against all travel except that which is deemed essential.

The University of California holds as its highest priority the health, safety and wellbeing of its students, faculty, clinicians, administrators and employees, and all other members of its communities. The University holds as an additional priority the effective functioning of its health systems, which will serve as critical state assets in the state's response to the COVID-19 pandemic, and must be able to maintain sufficient staffing resources to meet operational needs.

As President of the University, I have concluded that critical steps must be taken to limit the exposure of members of our community to the disease within our community, to care for those who have fallen ill or otherwise been exposed, and to assure the continued functioning of critical operations, including most particularly the health systems that we will rely on to meet the challenge posed by COVID-19.

**Executive Order**

WHEREFORE AS PRESIDENT OF THE UNIVERSITY OF CALIFORNIA I DECLARE:

On the authority vested in me by Bylaw 30, Bylaw 22.1, Regents Policy 1500 and Standing Order 100.4(ee), and based on the foregoing circumstances, I hereby issue the following order, to be effective for the period March 1, 2020 through December 31, 2020, and direct the following:

On March 9, 2020, the University authorized a grant of up to 14 days of paid administrative leave for employees unable to work for COVID-19 related reasons. In order to address the extraordinary demands placed on our employees in seeking and providing health care for COVID-19, and otherwise responding to this pandemic, that guidance shall be modified as follows:

- All employees shall be eligible to receive a one-time allotment of up to 128 hours of paid administrative leave, subject to the following conditions
  - All hours must be used by December 31, 2020, or the allotment shall expire;
  - The hours may be used at any time during the period of this Executive Order, 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, including in particular, the clinical services delivered by UC Health;
  - The number of hours for employees who work less than full-time shall be prorated according to the percent of the appointment;
  - Exempt employees who do not accrue sick or vacation leave are eligible for the one-time allotment of the paid administrative leave.
  - The paid administrative leave hours may only be used for 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;
    - When an employee is unable to work because the employee has been directed not to come to the worksite for COVID-19-related reasons and/or the work site has implemented a COVID-19-related remote-work program or is under a shelter in place order and it is not operationally feasible for the employee to work remotely;
    - When an employee is unable to work because a COVID-19-related school or daycare closure requires the employee 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.

All University policies contrary to the provisions of this Executive Order, except those adopted by the Regents, shall be suspended to the extent of the conflict, during the period of this Order.

The Vice President – Systemwide Human Resources and the Vice Provost – Academic Personnel and Programs shall have the authority to issue further guidance about the parameters and use of this paid administrative leave, in consultation with the Executive Vice President – UC Health.

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Janet A. Napolitano

President