February 3, 2022

To: All UA Employees

From: David Bishko, Acting Chief Human Resources Officer

Re: COVID-19 Administrative Leave Usage

Dear UA Employees,

With COVID still a part of our daily lives, I am sending a reminder of the support that is provided to employees through COVID Administrative Leave (earnings code 467).

Employees can use COVID-19 Administrative Leave to obtain immunization for COVID-19 or for recovering from reactions or conditions related to the immunization. It could also be used if quarantine or isolation is required due to work or work-related travel. The use of COVID-19 Administrative Leave requires supervisor approval and can be used for all employee types. Temporary and student employees will need to submit a paper timesheet. For COVID-19 related leave scenarios and options please review the COVID-19 FAQs.

Please note that the use of COVID Emergency Sick Leave and Expanded Family and Medical Leave ended on September 30, 2021 through the American Rescue Plan Act of 2021.

If you have questions regarding the use of COVID-19 Administrative Leave, please contact UA Human Resources at UA-HR@alaska.edu or 907-450-8200.