UC SANTA BARBARA

Work-Study Covid-19 Information
1 message

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Dear Work-Study Students,

We understand navigating your Work-Study award and employment has been complicated with the challenges of the Covid-19 pandemic.
Below are answers to questions many student employees may have in connection with the pandemic.
These answers are relevant to you as a student employee with at least one active Work-Study position:

Am I eligible for Covid-19 administrative leave?

Student employees, including those working under the Work-Study program, are eligible for some administrative leave due to impacts from Covid-19 as described under the recent UC Executive Order. You should follow up with your supervisor and employing department to determine the amount of leave you are eligible for.

How many hours of Covid-19 administrative leave am I eligible for?

The total number of hours a student employee is eligible for is dependent on their work schedule. The percent time of a student's schedule is used to calculate eligibility.

Employing departments are responsible for calculating the amount of admin leave student employees are eligible for. You should follow up with your supervisor and employing department to determine the amount of leave you are eligible for.

Student employees with fixed schedules will have their eligibility calculated based on the percent time of their scheduled hours. For example: 40 hours in a bi-weekly pay period is equivalent to 50% time.

Students with variable schedules will have their eligibility calculated based on the percent time of the hours they worked for the pay periods between January 12, 2020 and March 7, 2020; eligibility will be based on the average percent time you worked for this two-month period.

How do I get paid Covid-19 administrative leave?

Administrative leave is processed through payroll similar to hours worked and you will be paid the same way you receive your regular payroll check. You should follow up with your supervisor and employing department to ensure that any administrative leave you may be eligible for is processed.

Can I work remotely and still earn Work-Study?

It is allowable to work remotely under the Work-Study Program during the Covid-19 pandemic. You should follow up with your supervisor and employing department to determine whether remote work may be available.

What if remote work is not available?

Students who are not able to work due to Covid-19 illness or closure and/or no remote work is available may still get paid through the Work-Study Program. Work-Study funds may cover hours for which students were scheduled but were unable to work due to Covid-19. You should follow up with your supervisor and employing department to determine if hours you were scheduled to work may still be processed.

What if I have no remaining Work-Study award?

Work-Study Appeals continue to be available in the Forms section of our website. If you are approaching the maximum of your award and believe you have additional financial need, we encourage you to complete an appeal to request an increase to your award.

What if I am no longer working because my employer told me there is no work due to a Covid-19 related circumstance?

If you believe you continue to be eligible for employment or qualify for payment based on information in this email, please reach back out to your employer. If you still need further assistance contact the Work-Study unit.

Best,

The Work Study Program
Office of Financial Aid & Scholarships
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