



Memorandum

To: CSUEB Faculty and Staff

From: André Johnson, Associate Vice President
Human Resources and Payroll

Date: April 2, 2020

Re: COVID-19 Paid Administrative Leave

The Chancellor has granted up to 256 hours of COVID-19 Paid Administrative Leave effective (CPAL) March 23 through December 31, 2020 for employees unable to work for COVID-19-related reasons.

Under this provision, most employees, including student employees, are eligible to receive a one-time allotment of up to 256 hours of paid administrative leave that can be used for COVID-19-related absences. The paid administrative leave time may be used only if the employee is unable to work on campus or remotely, for the following reasons:

- When an employee is unable to work due to the employee's own COVID-19-related illness or the COVID-19-related illness of a family member for whom the employee would normally be allowed to use sick leave;
- When an employee is unable to work because the employee has been directed by their healthcare provider or supervisor not to come to the worksite for COVID-19-related reasons;
- When it is not operationally feasible for the employee to work remotely;

- When an employee is unable to work due to a COVID-19-related school or daycare closure, and the employee is required 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.

This one-time allotment of up to 256 hours for COVID-19 Paid Administrative Leave absences is subject to the following conditions:

- All hours must be used by close of business on December 31, 2020 at which time the remaining allotted hours will expire;
- The hours may be used at any time during this designated period, including intermittently for non-exempt employees, 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;
- The number of hours of paid administrative leave for employees who work less than full-time shall be prorated according to their full-time equivalency.
- Exempt employees are to use paid leave in full day increments unless the leave is designated under the Family and medical leave Act (FMLA).
- Non-exempt employees may use time in less than full day increments.

Important Details

- This paid leave allotment does not supersede the paid leave provisions announced by the Chancellor on March 17, 2020 providing indefinite leave for employees who have underlying chronic medical conditions and/or who are 65 years or older AND unable to work remotely.
- The paid leave allotment excludes:
 - Hourly/intermittent employees
 - Special consultants
 - Retired annuitants
 - Auxiliary/Foundation employees
 - Temporary faculty employed solely to teach summer session, extension, and/or intersession with no appointments during regular terms with the academic year.

Reasonable Notification and Documentation

Employees requesting paid leave under COVID-19 Paid Administrative Leave must submit a [Request for COVID-19 Paid Administrative Leave Form](#) to their appropriate administrator. The employee must self-certify on the form that the request and need for leave is valid.

Questions regarding the COVID-19 Paid Administrative Leave may be directed to your Human Resources Manager or André Johnson.