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To: CSU Presidents
Executive Vice Chancellors
Vice Chancellors

From: Evelyn Nazario 
Vice Chancellor for Human Resources
Human Resources

Subject: **Extension of Temporary Paid Administrative Leave Provisions during the Coronavirus Pandemic (COVID-19)**

On March 29, 2020, President Trump extended the federal social distancing guidelines through April 30, 2020. The health and well-being of our employees continues to be our foremost priority during the COVID-19 pandemic. In an effort to continue to limit the gathering of students, faculty and staff, and effective immediately, the 128 hours granted to employees on March 23, has been increased to 256 hours for employees unable to work for COVID-19 related reasons.

The provisions remain the same: All employees with a defined timebase, academic student employees, and non-represented student assistants, who have been impacted by COVID-19 are eligible. Those excluded are hourly intermittent workers, retired annuitants, and special consultants. Exempt employees must take time in full day increments. Non-exempt employees may take time in hourly increments. Those eligible shall receive a one-time allotment of up to a total of 256 hours of paid administrative leave that can only be used due to COVID-19 related absences, 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, 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 the percent of the appointment.

The paid administrative leave hours may only be used if the employee is unable to work, on campus or remotely, 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 who the employee would normally be able to use sick leave for;
- When an employee is unable to work because the employee has been directed by their supervisor or healthcare provider not to come to the worksite for COVID-19-related reasons and/or 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.

Nothing in these provisions shall be construed in any way as to diminish the rights or benefits that an employee is entitled to under any federal, state or local law, collective bargaining agreement, or any other existing CSU policy.

The Chancellor and Vice Chancellor of Human Resources shall have the authority to issue further guidance about the parameters and use of this paid administrative leave.

Questions regarding this letter may be directed to Human Resources Management at (562) 951-4411 | hadmin@calstate.edu. For your convenience, this HR memorandum is also available on the CSYou Human Resources Management's website at: <https://csyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>

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