

**Date:** March 20, 2020

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**To:** CSU Presidents  
Executive Vice Chancellors  
Vice Chancellors

**From:** Evelyn Nazario   
Vice Chancellor for Human Resources  
Human Resources

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

The health and well-being of our employees is our foremost priority during the COVID-19 pandemic. In response to the rapidly unfolding situation, many governmental institutions and private businesses have suspended in-person operations and/or directed employees to work remotely in an effort to limit social interactions that help spread the COVID-19 coronavirus. As we all continue to address this new reality, we must collectively work to limit the gathering of students, faculty and staff as much as possible, while fulfilling our academic mission. To that end, the Chancellor has granted use of paid administrative leave up to 128 hours effective March 23 through December 31, 2020 for employees unable to work for COVID-19 related reasons.

Under the new provisions, all benefits-eligible employees, academic student employees, and non-represented student assistants (hereinafter "employee") shall be eligible to receive a one-time allotment of up to 128 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.

In addition, Federal COVID-19 relief legislation (HR 6201) was passed and signed by the President on March 18, 2020, and it offers additional paid leave that may supplement the administrative leave provided by the CSU.

#### **HR 6201 - Families First Coronavirus Response Act (FFCRA)**

On Wednesday, March 18, 2020, the President of the United States signed into law the Families First Coronavirus Response Act (HR 6201). The FFCRA contains a number of provisions aimed at helping both employers and employees impacted by the Coronavirus. The bill will become law on April 2, 2020. By that time, rules will be developed and published by the Department of Labor. **Once the Department of Labor publishes its rules for the administration of FFCRA, an update to this policy and available leave for employees unable to work due to the coronavirus will be issued.**

Questions regarding this letter may be directed to Human Resources Management at (562) 951-4411 | [hadmin@calstate.edu](mailto: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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