



## Chapter 308 Coronavirus (COVID-19) – UPDATES

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**COVID-19 Paid Administrative Leave (CPAL):** All time-based staff have been granted 256 hours for paid administrative leave based on the [HR Tech Letter 2020-4](#). (You may need to sign in to your MyCSUStan account to view.)

The (256) 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.

- Exempt employees must take time in full day increments.
- Non-exempt employees may take time in hourly increments.

The CPAL may only be used if the employee is unable to work, on-campus or remotely, for the following purposes:

**COVID-19 related illness** - Due to the employee's own COVID-19-related illness or of a family member who the employee would normally qualify to use sick leave for.

**Childcare** - 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.

**No Work Available/Not Feasible** - If 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;

**[NOTE: The CSU confirmed this is separate from the Age 65+/underlying [medical conditions](#) leave granted to those unable to work on-campus and unable to telework. These affected staff members have been placed on ATO without specific limit and the time is not deducted from the 256-hour bank. You do not need to complete the paid administrative leave request form if you are in this group.]**

**How Do I Request CPAL?** To use the hours from your 256-hour bank, please complete the [Request for Paid Administrative Leave](#) and submit to your appropriate administrator and Human Resources.

**Do I Qualify for Emergency Pay?** Any CSUEU staff member required to work on-campus (March 20-forward) shall receive Emergency Pay. Please claim those hours by submitting an [Emergency Pay Authorization Form](#). Non-exempt employees will be compensated at time-and-a-half for all hours worked on-campus. Exempt employees will receive equivalent informal time off. Emergency pay will be issued on the 15th of the following month, the same method as your regular paycheck. (If you are enrolled in direct deposit, it will be deposited into your account. If you are issued a live check, you will need to pick it up or submit an [Authorization to Mail Check](#))

**Will I be provided Personal Protective Equipment (PPE)?** All staff working on-campus should have access to gloves, masks, hand sanitizer/anti-bacterial wipes. (The public is being asked to wear masks to prevent the spread of the virus.) It would be wise to wear a mask if you are required to work on-campus. Requests for proper PPE should be made to your supervisor. If your request is denied, please notify me or another steward.

**Are Professional Development Opportunities available while Telecommuting?** It is our intent to identify telecommuting tasks and/or trainings for all CSUEU employees. We are preparing a survey for you and hope to have that distributed by Friday, April 17.

Again, we are here to support you. Let us know if you have any questions or concerns [Chapter 308 - Stanislaus \(STA\) Officers/Representatives/Stewards](#).

In Union,  
Dawn, President/Chief Steward