

Instructions to Complete the CPAL Form:

- Make sure to click on the hyperlink to the correct CPAL Form. Staff should select this link [HR - COVID-19 Paid Administrative Leave \(CPAL\)](#)
- Log into Adobe Sign using your CSUSB email (CoyoteIDNumber@coyote.csusb.edu)
- Enter the e-mail of your Appropriate Administrator so they can receive and sign the agreement.
- Hit the “send” button which will take you to the COVID-19 Paid Administrative Leave Document
- Fill form by completing all requested fields
- Please provide the completed forms from your student employees to benefits@csusb.edu.

Once you are in the form, you will need to complete all the boxes with an [orange asterisk \(*\)](#). Failure to do so will prevent you from completing the document. Please follow these steps when completing the form:

- **Complete Section A** which includes: Employee Name, Employee ID, Job Title, Classification, Time Base (Full Time vs Part-Time), Exempt/Non-exempt, Supervisor Name, Supervisor e-mail, Date Requested
- **Complete Section B** Permissible Use of Leave (check at least 1 of the 5 categories)
- **Complete Section C** Request for Dates of COVID-19 Paid Administrative Leave
- **Complete Section D** Please do not forget to also fill out the monthly chart found on page 2
- Complete the signature line areas that have an orange asterisk
- Click on the “Click to Sign” blue oval