From: Human Resources Department <HumanResourcesDepartment@csusb.edu>
Date: Monday, April 13, 2020 at 3:01 PM
To: colleagues@groups.csusb.edu
Subject: COVID-19 Temporary Paid Administrative Leave (CPAL) Information Update - April 13, 2020

Dear Colleagues:

We are writing with updated information regarding the **COVID-19 Temporary Paid Administrative Leave** (now known as **CPAL**). Since our last correspondence dated March 24, 2020, CPAL has undergone some substantive policy changes in response to the fluidity of the COVID-19 situation. As further guidance emerges from the Chancellor's Office, and as the circumstances surrounding COVID-19 continue to change, the campus may need to adjust these directions and instructions as appropriate. Updated directions will be provided should circumstances warrant an update. Please note that CPAL is not intended for individuals 65 and older or for individuals with a COVID-19 vulnerable condition. A separate process and form is being developed for members of those communities. A communication with that information is forthcoming.

Eligibility:

Per the instructions detailed in HR:2020-04 on *Extension of Temporary Paid Administrative Leave Provisions During the Coronavirus Pandemic (COVID-19) (*April 1, 2020) from the Chancellor's Office, "[a]ll employees with a defined time base, academic student employees, and non- represented student assistants, who have been impacted by COVID-19 are eligible." Consequently, hourly intermittent workers, retired annuitants, and special consultants are not eligible. Exempt employees must take time in full day increments, whereas non-exempt employees may take time in hourly increments.

Moreover, per the technical letter HR/Leaves 2020-02 (April 3, 2020), those eligible shall receive an 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 or time base of the appointment.

The use of CPAL time at CSUSB will be **effective April 13, 2020** onward and is not retroactive. CPAL hours may be used only 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;
- When an employee is unable to work due to the COVID-19-related illness of a family member whom the employee would normally be allowed to use sick leave for;
- When an employee is unable to work because the employee has been directed by their healthcare provider not to come to the worksite for COVID-19-related reasons;
- When an employee is unable to work because the employee has been directed by their supervisor that 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(ren) or dependent(s), and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

Hours and Use:
- CPAL hour allotment has been **increased** from **128** to **256**
- Exempt employees must use CPAL time in full work day increments unless they are utilizing the hours as part of a leave under the Family and Medical Leave Act (FMLA)
- All non-auxiliary student employees may now be eligible for up to 128 hours depending on their time base.

Instructions to Complete the CPAL Form:
- Make sure to click on the hyperlink to the correct CPAL Form. Staff should select this link **Staff -CPAL** HR - COVID-19 Paid Administrative Leave (CPAL) and Academic Appointees should access the form at this link FAD - COVID-19 Paid Administrative Leave
- Log into Adobe Sign using your CSUSB email (CoyoteIDNumber@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

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:

1. **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

2. **Complete Section B** – Permissible Use of Leave (check at least 1 of the 5 categories)

3. **Complete Section C** – Request for Dates of COVID-19 Paid Administrative Leave

4. **Complete Section D** - Please do not forget to also fill out the monthly chart found on page 2.

5. Complete the signature line areas that have an orange asterisk

6. Click on the "Click to Sign" blue oval

The document will then go to your supervisor who will review the information submitted and if approved, provide an electronic signature. The document will then go to the AVP of HR (Staff) or the AVP of Faculty Affairs (Unit 3 and Unit 11 Academic Appointees) for review. For general questions about CPAL or this e-mail, please contact the following:

Campus Staff (including non-auxiliary student employees) – benefits@csub.edu
Campus Faculty & Academic Student Employees - facultyaffairsanddevelopment@csusb.edu

If you experience technical difficulties with the form please contact ITS via e-mail at Chris.Bradney@csusb.edu

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