

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

Student Assistant Employment and COVID-19 Leave Programs

FREQUENTLY ASKED QUESTIONS

What is CPAL?	What is FFCRA?	
CPAL is an acronym for the CSU COVID-19 Temporary Paid Administration Leave policy enacted in response to the Coronavirus pandemic. Chancellor White announced the allotment of up to 256 hours effective March 23, 2020 (prorated for less than full-time).	FFRCA is an acronym for the Families First Coronavirus Act enacted in response to the Coronavirus pandemic. The federal government announced this allotment of up to 80 hours of paid sick leave effective April 1, 2020 (prorated for less than full-time).	
What are the qualifying reasons?		
<ul style="list-style-type: none"> • COVID-19-related illness • Family member’s COVID-19 related illness • Directed by a healthcare provider due to COVID-19-related reasons • Not operationally feasible to work remotely as directed by an appropriate administrator • Childcare and/or school closure and required to be home with child or dependent and unable to feasibly work remotely 		
Who is eligible?	Who is not eligible?	
<ul style="list-style-type: none"> • Non-represented student assistants • Academic student employees (Unit 11) 	Hourly/intermittent staff, special consultants, retired annuitants, auxiliary/foundation employees, and temporary faculty solely teaching summer session, extension, and/or intersession with no appointment during the regular terms within the academic year	
Is there a waiting period?		
No. there is no waiting period for eligibility. New employees hired after the effective date of the policy are eligible.		
If student employees qualify for CPAL and/or FFCRA, will they receive the full hours?		
Student employees are eligible for a prorated amount of CPAL and/or FFCRA. Example: if the normal schedule is 20 hours per week, the student employee is eligible for 50%, or 128 CPAL hours		
What is the formula for a part-time, irregular schedule?		
If the normal hours scheduled are unknown, or if the part-time employee’s schedule varies, you may use a six-month average to calculate the average daily hours. If the employee has not been employed for at least six months, use the number of hours that the employee is expected to work in the calculation.		
How are the hours managed?		
CPAL and/or FFCRA eligible employees are to follow the Time & Labor self-service instructions provided below.		
TIME AND LABOR SELF-SERVICE INSTRUCTIONS		
Time Reporting Code	DESCRIPTION OF COMMENT	
CPAL	COVID PAL (Effective 3/23)	
CSIC	COVID FFCRA SICK (Effective 4/1)	
HELPFUL CONTACTS		
Human Resources	(805) 437-8490	hr.services@csuci.edu
Payroll	(805) 437-3630	payroll.services@csuci.edu
REFERENCE		
HR Technical Letter 2020-02	Release date: April 3, 2020	