

# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

## COVID-19 Temporary Leave Instructions

The Chancellor's Office has set forth policy guidelines on temporary paid leaves for COVID-19 related reasons. This set of instructions will guide managers and employees through the leave program.

COVID-19 TYPES OF TEMPORARY LEAVE		
COVID-19 Paid Administrative Leave (CPAL)	Non-Telecommuting Workers Leave (NTWL)	Special Consideration Temporary Paid Leave (SC-CPAL)
<ul style="list-style-type: none"> <li>Unable to work or work remotely due to one or more of the qualifying reasons:               <ul style="list-style-type: none"> <li>COVID-19-related illness</li> <li>Family member's COVID-19 related illness</li> <li>Directed by a healthcare provider due to COVID-19-related reasons</li> <li>Not operationally feasible to work remotely as directed by an appropriate administrator</li> <li>Childcare and/or school closure and required to be home with child or dependent and unable to feasibly work remotely</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Eligibility is based on the following conditions:               <ul style="list-style-type: none"> <li>Not operationally feasible to work remotely as directed by an appropriate administrator AND</li> <li>All CPAL approved hours have been exhausted AND</li> <li>Must have a benefit eligible appointment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>For those with an underlying chronic medical condition as defined by the Centers for Disease Control (CDC) AND unable to work remotely</li> <li>For those 65 years or older AND unable to work remotely</li> <li>Continued pay for SC-CPAL leaves</li> </ul>
LEAVE HOURS AVAILABLE		
In effect March 23-December 31, 2020 256 hours (prorated for less than fulltime)	In effect May 1-June 30, 2020 304 hours (prorated for less than fulltime)	Indefinite
ELIGIBILITY AND COMPLIANCE		
<a href="#">Eligibility Chart - COVID-19 Temporary Paid Administrative Leaves Side-by Side Chart</a>		
<b>Is there a waiting period?</b>	<ul style="list-style-type: none"> <li>No, there is no waiting period for eligibility. New employees hired after the effective date of the policy are eligible.</li> </ul>	
<b>How are the hours managed?</b>	<ul style="list-style-type: none"> <li>The CPAL allotment of 256 hours may be used March 23, 2020 through December 31, 2020. This policy allows employees to use this time paid under CPAL before using other accrued leave balances or any other paid leave which might be available.</li> <li>When requesting NTWL, all CPAL approved hours must be exhausted. NTWL may be used May 1, 2020 through June 30, 2020 (or until such time as the employee is required to return to work, whichever occurs first).</li> <li>SC-CPAL form records the month and corresponding dates for paid leave time.</li> </ul>	

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<b>How does FLSA, non-exempt, exempt status impact leave usage?</b>	<b>Exempt</b>	<b>Non-Exempt</b>
	Paid leave is used in full day increments unless the leave is designated under the Family Medical Leave Act (FMLA).	May use time in less than full day increments
<b>Are less than full-time employees eligible?</b>	Yes, the number of hours (or days, if exempt) shall be prorated according to the employee's percent or timebase of their appointment.	
<b>What is the formula for a part-time, irregular schedule?</b>	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.	
<b>Are other leaves programs allowed?</b>	Consult with Human Resources	

### ABSENCE MANAGEMENT

CPAL, NTWL, FFCRA			SC-CPAL
ABSENCE NAME	CODE	DESCRIPTION OF COMMENT CODE	
PAL/FFCRA*	CPAL	CSU COVID-19 Paid Administrative Leave	Enter "No leave taken" in Absence Management  The SC-CPAL form records the month and corresponding dates for paid leave time.
	SCIC	FFCRA Sick Leave	
	CFML	FFCRA Family Medical Leave	
	NTWL	Non-Telecommuting Workers Leave	
*Effective April 23, PAL/FFCRA converted from Organ Donor. In either instance, enter codes in Comments section.			

Tip: Manual timesheets may be required if COVID-19 leave is concurrent with other leave types. Contact Human Resources

### RESOURCES

HR main telephone	(805) 437-8490
HR e-mail to send forms	christine.girardot@csuci.edu
HR e-mail to send questions	human.resources@csuci.edu
Payroll timekeeping	(805) 437-3630
Payroll e-mail	payroll.services@csuci.edu

### REFERENCES

HR Coded Memo 2020-04	Release date: April 1, 2020
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