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

<table>
<thead>
<tr>
<th>COVID-19 Paid Administrative Leave (CPAL)</th>
<th>Special Consideration Temporary Paid Leave (SC-CPAL)</th>
</tr>
</thead>
</table>
| • Unable to work or work remotely due to one or more of the qualifying reasons:  
  ▪ 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  
  • One-time allotment of 256 hours (pro-rated for less than full-time) | • For those with an underlying chronic medical condition as defined by the Centers for Disease Control (CDC) AND unable to work remotely  
• For those 65 years or older AND unable to work remotely  
• Continued pay for SC-CPAL leaves |

### CPAL FREQUENTLY ASKED QUESTIONS

| Who is eligible? | • Employees with a timebase including exempt and non-exempt  
• Academic student employees (Unit 11)  
• Non-represented student assistants |
| Who is not eligible? | • 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. |
| How are the hours managed? | • The 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. |
| How does FLSA, non-exempt, exempt status impact leave usage? | | Exempt | Non-Exempt |
| | • 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 |
| Are less than full-time employees eligible? | • Yes, the number of hours (or days, if exempt) shall be prorated according to the employee’s percent or timebase of their appointment. |
**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.

**Are other leaves programs allowed?**

Consult with Human Resources

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### SC-CPAL FREQUENTLY ASKED QUESTIONS

**Who is eligible?**

- Employees with a timebase including exempt and non-exempt

**Who is not eligible?**

- 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.

**How are the hours managed?**

- Submit the Request for Special Consideration form and report normal entry through Absence Management (special pay code not required – enter “No leave taken”)

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### ABSENCE MANAGEMENT

<table>
<thead>
<tr>
<th>ABSENCE NAME</th>
<th>CODE</th>
<th>DESCRIPTION OF COMMENT CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAL/FFCRA*</td>
<td>CPAL</td>
<td>CSU COVID-19 Paid Administrative Leave</td>
</tr>
<tr>
<td></td>
<td>SCIC</td>
<td>FFCRA Sick Leave</td>
</tr>
<tr>
<td></td>
<td>CFML</td>
<td>FFCRA Family Medical Leave</td>
</tr>
</tbody>
</table>

*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
- Payroll timekeeping: (805) 437-3630
- Payroll e-mail: payroll.services@csuci.edu

### REFERENCES

- HR Technical Letter 2020-04: Release date: April 3, 2020