

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

COVID-19 BRIEFING

March 20, 2020

Unit: Human Resources

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INFORMATION: On March 20, 2020, CSU has issued a new administrative leave policy that will provide 128 hours of administrative leave to employees unable to work for COVID-19 related reasons.

BACKGROUND AND POLICY ISSUE(S):

As we continue to address the new reality of remote work and social distancing, we must collectively work to limit the gathering of students, faculty and staff as much as possible, while fulfilling our academic mission.

The Chancellor has granted use of paid administrative leave up to 128 hours effective March 23 through December 31, 2020 for employees unable to work for COVID-19 related reasons. For employees who work less than full-time, the number of hours will be prorated according to the percent of the appointment. All benefits-eligible employees, academic student employees, and non-represented student assistants are eligible for this allotment, which can only be used if an employee is unable to work, on campus or remotely, for certain COVID-19 related reasons.

Those reasons include:

- When an employee is unable to work due to the employee's own COVID-19-related illness or that of a family member who the employee would normally be able to use sick leave for;
- When an employee is unable to work because the employee has been directed by their supervisor or healthcare provider not to come to the worksite for COVID-19-related reasons and/or it is not operationally feasible for the employee to work remotely; and
- 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 or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

Further details on the use of the leave are included in the policy document linked to below.

SUPPORTING DOCUMENTATION:

<https://csyou.calstate.edu/Policies/HRPolicies/HR2020-03.pdf>