

DIVISION OF BUSINESS & FINANCIAL AFFAIRS COVID-19 BRIEFING

April 29, 2020

Unit: Human Resources

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INFORMATION: On April 27, 2020, CSU issued a new administrative leave policy that will provide 304 hours of administrative leave to employees who are not assigned to work on site, who cannot work remotely based on their duties, and who have exhausted the hours available to them under COVID Temporary Paid Administrative Leave (CPAL).

BACKGROUND AND POLICY ISSUE(S): The purpose of this leave, which is referred to as the Non-Telecommuting Workers Leave (NTWL), is to provide income protection for those employees who are not assigned to work on campus and are unable to work remotely due to their job duties.

The 304 hours can be used as early as May 1, 2020 and expire on June 30, 2020, or until such time the employee is required to return to work on a regular basis, whichever occurs first. Once the stay-at-home directives are lifted by the Governor and/or local government officials and employees are permitted to return to work on site, these hours expire and will no longer be available.

In order to be eligible for NTWL, an employee must meet the following criteria:

1. Employee must have an appointment with a timebase that is eligible for benefits;
2. Employee must be unable to work remotely (either FT, PT, or intermittently) and on-site work is unavailable due to altered campus business operations; and
3. Employee must have exhausted all leave available under CPAL.

SUPPORTING DOCUMENTATION:

[CSU HR Policy Letter 2020-05, Income Protection for Non-Telecommuting Workers, April 27, 2020](#)