

California State University, Fresno

COVID-19 Temporary Paid Administrative Leave (CPAL) for Faculty (U03/CFA)

We are pleased to announce that the California State University has granted use of temporary paid administrative leave up to 256 hours effective March 23 through December 31, 2020 for CSU (state) employees who are unable to work due to COVID-19 related reasons.

Eligibility - under the new provisions this one-time allotment that can only be used due to COVID-19 related absences, subject to all of the following conditions:

- All hours must be used by close of business on December 31, 2020 at which time the remaining allotted hours will expire.
- The hours may be used at any time during this designated period, including intermittently, either before or after the use of any accrued leave or other paid leave, at the request of the employee, in consultation with the supervisor and provided that such use shall not adversely affect the delivery of essential University services.
- The number of hours of paid administrative leave for employees who work less than full-time shall be prorated according to the percent of the appointment.
- The hours may be used by any time base appointed faculty member (full-time or part-time). It is not available to hourly and retired annuitants,

Condition - this paid administrative leave is only for employees who are unable to work, on campus or remotely for the following reasons:

- the employee's own COVID-19-related illness or that of a family member for whom the employee would normally be able to use sick leave;
- 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; or
- 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.

Requesting – after discussing your request with your Department Chair the following steps need to occur:

- Your Department Chair will forward your request to facultyaffairs@fresnostate.edu to request the initiation of the required form.
- The CPAL required form will be sent to the Faculty member for completion, then forwarded for all other required signatures.
- Once approved, the faculty member will report time used in Absence Management. The time will be reviewed and if not complete reported to Diane Volpp in Faculty Affairs at dvolpp@csufresno.edu.

Nothing in these provisions shall be construed in any way as to diminish the rights or benefits that our employees are entitled to under any federal, state or local law, collective bargaining agreement, or any other existing CSU policy.

As a reminder, temporary paid administrative leave is also available Effective March 16, 2020, for employees who are 65 years and older or medically compromised (i.e. high risk for serious illness due to health conditions) and telecommuting is not feasible, subject to verification by Human Resources.

This is not HR 6201 - Families First Coronavirus Response Act (FFCRA). Please contact Benefits in Human Resources for information on this leave.