



CFA COVID-19 Update: CSU Temporary Administrative Paid Leave Policy

March 23, 2020

4/21 UPDATE: CSU now has guidance and information on Families First Coronavirus Response Act (FFCRA) Paid Leave. This is the federal guidelines on paid leave for COVID-19. It's in addition to CSU's own paid administrative leave. You can read the federal policy [here](#).

4/01 UPDATE: CSU has doubled its paid administrative leave from 128 hours to 256 hours after the President extended the federal social distancing guidelines through the end of April. For the full details of the change in policy, click [here](#).

3/30 UPDATE: After CFA's advocacy, the CSU expanded the leave to include non-benefits eligible faculty. The COVID-19 paid administrative leave was granted March 23 and lasts through the end of the calendar year, allocating up to 128 hours of paid leave time. [Click here](#) to see the updated guidance in full.

See below for CFA President Charles Toombs' original message on March 23, 2020 about CSU's COVID-19 temporary paid administrative leave program:

Dear Colleagues,

I hope everyone had a relaxing, safe, and healthy weekend.

Since our message last Friday, the CSU Chancellor's Office has announced a new temporary paid administrative leave benefit that officially starts today (Monday, March 23), lasting for the remainder of the calendar year.

This administrative leave option provides immediate benefits for many of our members:

- The CSU temporary paid leave plan allows up to 128 hours of additional time off beginning today for a) all benefits-eligible employees, b) academic student employees, and c) non-represented student assistants.
- The hours can be used at any time – either before or after – any accrued leave or other paid leave is used, but policy requires the hours be used for COVID-19-related reasons. You can see their full explanation [here](#).

According to the technical letter, the policy could change due to the federal Family First Coronavirus Response Act (FFCRA), which was signed into law on March 18 and becomes law on April 2. CFA is reviewing the memo and is in communication with CSU Labor Relations staff to better understand the policy's impact on all of our members. We will update you when new details arise.

Tomorrow (Tuesday, March 24), the CSU Board of Trustees will meet virtually at 9:30AM beginning with public comment. Because of COVID-19, public comment will take place via a call-in system. CFA Vice President Kevin Wehr and I will be addressing the Board. You can tune in [here to watch](#).

As a reminder, CFA has a [website](#) with our COVID-19 resources. I urge you to check the page regularly for updates on the latest information concerning higher education, CSU faculty, and issues relating to our union's activities around the pandemic.

Please be safe, remember to take time for yourselves and your loved ones. Continue to look out for your fellow community members who are the most vulnerable right now. If you haven't yet become a member of CFA, [you can sign up here](#).

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From: <owner-cla-faculty@list.csulb.edu> on behalf of Terie Bostic <Terie.Bostic@csulb.edu>
Date: Wednesday, April 8, 2020 at 4:12 PM
To: CLA-Staff <CLA-Staff@csulb.edu>
Cc: CLA-FACULTY <CLA-FACULTY@list.csulb.edu>, CLA-Chairs <CLA-Chairs@csulb.edu>
Subject: [CLA-FACULTY] Paid Administrative Leave (PAL) and Covid Paid Administrative Leave (CPAL)

Hello all,

I hope you are adapting to the remote working and that everyone is staying healthy. The CO has initiated some new leave policies to help all their employees through this crisis (including student employee I will send a separate email on the student leave) – there are leaves available that will not charge to your current sick or for staff (Vacation) balances.

If you meet any of the criteria all you need to return is the attached form (the form is to be used for Staff and Faculty).

Please wait for further instructions for Student Employees.

The hours available were increased after the form was total 256 for Staff and Faculty and 128 for students.

Terie

PAID LEAVE

Currently there are two different Paid Leave options for Employees:

- 65 years old and up or those who identify as High Risk and cannot work at this time – Paid Administrative Leave (PAL)
 - Those employees who have been placed on this leave will remain in this status until further notice.
- COVID-19 Related Paid Admin Leave (CPAL)
 - 256 hours of paid administrative leave to university employees who are unable to work due to the coronavirus (COVID-19) pandemic. CPAL is available for use effective March 23 through December 31, 2020, subject to the parameters outlined in this communication (and based on Chancellor's Office policy). All hours must be used by close of business on December 31, 2020, at which time the remaining allotted hours will expire. The purpose of this email is to outline important components of the program for staff and MPP employees, along with non-represented student assistants.

The CPAL hours may only be used if the employee is unable to work, on campus or remotely, for the following purposes:

- **Isolation:** When an employee is unable to work due to the employee's own COVID-19-related illness or the COVID-19 related illness of a family member where the employee would normally be able to use sick leave;
- **Quarantine:** When an employee is unable to work because the employee has been directed by their healthcare provider or supervisor not to come to the worksite for COVID-19-related reasons;

- **Remote Work Unavailable:** When it is not operationally feasible for the employee to work remotely;
- **Dependent/Child School Closure:** 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.

How employees request CPAL time off:

- Eligible employees must submit the attached form to his/her appropriate administrator or ASM to request to use the hours, including intermittently, during the period March 23, 2020 – December 31, 2020. This process will move to online at some point in the near future through SSO, but for now, the attached form should be completed for any requests that meet the above defined categories.



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