

## **CSU Temporary Paid Administrative Leave (CPAL) due to COVID-19 Pandemic**

CSU, Chancellor White has granted the use of temporary paid administrative leave (CPAL) of up to 256 hours **effective March 23, 2020 through December 31, 2020** for CSU (state) employees unable to work due to COVID-19 related reasons (CSU Technical Letter HR/Leaves 2020-02). CSU CPAL hours are pro-rated for employees working less than full-time. For example, an employee working 20 hours/week is eligible for 128 hours of CPAL.

### **WHO IS ELIGIBLE**

CSU (state) Employees eligible to request CPAL include:

- Staff and MPP appointed with a timebase (excludes hourly intermittent/emergency hires)
- Faculty (Unit 3) and Academic Student Employees (Unit 11, ISA, TA, GA)
- Student Assistants (excluding ASI and CPC employees)

***Please note that CSU Paid Administrative Leave does not apply to Cal Poly Corporation, ASI or other auxiliary employees. Auxiliary employees should contact their Human Resources representative for information regarding available leave programs.***

### **WHEN MAY AN EMPLOYEE REQUEST TO USE CPAL**

Employees may only request CPAL if unable to work on campus or remotely for the following reasons:

- **Employee's own COVID-19 related illness**
- Unable to work remotely/telecommute due to **family member's COVID-19 related illness** (for whom employee is eligible to use sick leave)
- Employee is **directed by their healthcare provider** not to come to the worksite for COVID-19 related reasons and employee's appropriate administrator has determined remote work/telecommuting is not operationally feasible
- Employee is **directed by their appropriate administrator** not to come to the worksite for COVID-19 related reasons and appropriate administrator has determined remote work/telecommuting is not operationally feasible. This includes rotating on-campus shifts to de-densify campus
- Due to **COVID-19 related school or daycare closure** and the employee is required to be at home with a child or dependent, and appropriate administrator has determined remote work/telecommuting is not operationally feasible or in conjunction with childcare commitment

### **HOW DOES AN EMPLOYEE REQUEST AND USE CPAL**

Please consult with Human Resources if you have questions on eligibility, the approval process, or use of CSU CPAL. Employees may be asked to substantiate the reason for the leave in accordance with current collective bargaining agreements and/or CSU Policies.

- Absences due to CPAL shall be requested in advance and approved by employee's MPP supervisor/appropriate administrator, similar to the use of planned sick leave or vacation
- Approved CPAL hours may be used intermittently, either before or after use of leave credits or other paid leave, or when a non-exempt employee works a partial day, in consultation with employee's MPP supervisor/appropriate administrator provided use shall not adversely affect the delivery of essential university services
- Exempt employees may only use CPAL in full-days

[Staff/MPP CPAL Request Form](#)

Faculty/Academic Student Employees (ISA/TA/GA) CPAL Request Form (link to form coming soon)

The use of CPAL by all employees except student assistants will be reported through AMSS beginning March 23, 2020. (link to AMSS reporting instructions coming soon)

Student Assistant CPAL Information and Instructions (link coming soon)