

COVID-19-Related Leave and Pay Programs Timelines							
COVID - 19 Timeline	March 16, 2020	March 20, 2020	March 23, 2020	April 1, 2020	May 1, 2020	June 30, 2020	December 31, 2020
Vulnerable Employees: 65 and older OR Medically Vulnerable per CDC Guidelines Note: Supervisors should not ask employees about their age or medical vulnerability	Telecommute until further notice per the CA Governor and CSU Chancellor						
	If telecommute is not operationally feasible, remain off-campus on paid Coronavirus Temporary Leave Program (TLP) until further notice; temporary paid leave for this group is separate from CPAL, NTWL, and FFCRA						
Employees not scheduled and assigned to work on campus to support essential operations per EOC	Telecommute until further notice per the CA Governor and CSU Chancellor						
	If telecommute is not operationally feasible - campus Paid Administrative Leave thru 03/22/2020; these hours are separate from CPAL, NTWL, and FFCRA	If telecommute is not operationally feasible - Check eligibility below for CSU Paid Administrative Leave CPAL 256 Hours	If CPAL exhausted, Non-Telecommuting Workers Leave (NTWL) - If sent home by appropriate administrator to rotate shifts or densify campus and telecommuting is not operationally feasible - eligible for 304 hours of paid leave until employees are permitted to return to work on-campus or June 30, 2020 whichever occurs first				
				If CPAL exhausted, check eligibility for Family First Coronavirus Response Act (FFCRA HR6201) - two weeks of paid sick leave / 10 weeks of paid leave for COVID-related childcare / childcare falls under Family Medical Leave Act			
Employees scheduled and assigned to work on campus to support essential operations per EOC	Report to work on campus until further notice	If scheduled and assigned to work on campus, effective 3/20/2020, check eligibility for emergency pay ; CSUEU (Units 2, 5, 7, 9) and Teamsters Local 2010 (Unit 6) only					
	If sent home by appropriate administrator to telecommute , regular pay for time worked remotely						
	If unable to report to work due to COVID-related reasons, discuss telecommute options with appropriate administrator						
	If unable to work on campus or telecommute, request to use personal leave credits or campus Paid Administrative Leave as appropriate	If unable to work on campus or telecommute for COVID-related reasons - Check eligibility below for CPAL 256 Hours	If CPAL exhausted, check eligibility for Family First Coronavirus Response Act (FFCRA HR6201) - two weeks of paid sick leave / 10 weeks of paid leave for COVID-related childcare / childcare falls under Family Medical Leave Act				
	If sent home by appropriate administrator to rotate shifts or densify campus and telecommuting is not operationally feasible - campus Paid Administrative Leave thru 3/22/2020; these hours are separate from CPAL, NTWL, and FFCRA	If sent home by appropriate administrator to rotate shifts or densify campus and telecommuting is not operationally feasible - Check eligibility below for CPAL 256 Hours	If CPAL exhausted, Non-Telecommuting Workers Leave (NTWL) - If sent home by appropriate administrator to rotate shifts or densify campus and telecommuting is not operationally feasible - eligible for 304 hours of paid leave until employees are permitted to return to work on-campus or June 30, 2020 whichever occurs first				
				If CPAL exhausted, check eligibility for Family First Coronavirus Response Act (FFCRA HR6201) - two weeks of paid sick leave / 10 weeks of paid leave for COVID-related childcare / childcare falls under Family Medical Leave Act			
Intermittent/Hourly Employees not scheduled and assigned to work on campus	Telecommute for hours scheduled to work until further notice If telecommute is not operationally feasible - campus Paid Administrative Leave for hours scheduled thru 03/31/2020; enter time in AMSS			For hours scheduled to work after 3/31/2020, check eligibility for Family First Coronavirus Response Act (FFCRA HR6201) - two weeks of paid sick leave / 10 weeks of paid leave for COVID-related childcare / childcare falls under Family Medical Leave Act			
CSU Paid Administrative Leave (CPAL) - May be used for employees with a timebase only if the employee is unable to work, on campus or remotely, for the following purposes: <ul style="list-style-type: none"> • When an employee is unable to work due to the employee's own COVID-19-related illness; • When an employee is unable to work due to the COVID-19-related illness of a family member whom the employee would normally be allowed to use sick leave for; • When an employee is unable to work because the employee has been directed by their healthcare provider not to come to the worksite for COVID-19-related reasons; • When an employee is unable to work because the employee has been directed by their supervisor that it is not operationally feasible for the employee to work remotely; • 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(ren) or dependent(s), and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment. 							
Non-Telecommuting Workers Leave (NTWL) - Eligible employees must meet the following criteria: <ol style="list-style-type: none"> (1) Employee must have an appointment with a timebase that would be eligible for benefits if their timebase (exempt or non-exempt) and duration of appointment qualify for standard benefits in the CSU Benefits Eligibility Administrative Guide, even if the employee does not currently subscribe to benefits through the CSU; and (2) Employee must be unable to work remotely (either full-time, part-time, 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. <p>•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.</p>							
Family First Coronavirus Response Act (FFCRA) - An employee qualifies for up to 80 hours of paid sick time if the employee is unable to work (or unable to work remotely) due to a need for leave because the employee: <ol style="list-style-type: none"> 1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2) has been advised by a health care provider to self-quarantine related to COVID-19; 3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4) is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); 5) is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; 6) and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services. Under the FFCRA, an employee qualifies for expanded family and medical leave (FML) ONLY if the employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19. <p>• This plan also includes up to 12 weeks of expanded family and medical leave by adding a new reason to qualify for Family and Medical Leave Act (FMLA), of which 10 weeks are paid and when an employee, who has been employed for at least 30 calendar days, is unable to work (or telework) due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19. Any FML already used by employee may be counted against the 12 weeks.</p>							