CSU Non-Telecommuting Workers Leave (NTWL)
CSU, Chancellor White has granted the use of additional temporary paid administrative leave (NTWL) of up to 304 hours **effective May 1, 2020 through June 30, 2020**, or until such time the employee is required to return to the worksite, whichever occurs first. NTWL is available to CSU (state) benefits eligible employees who cannot work remotely based on their duties and who have exhausted all available CPAL (CSU Technical Letter HR/Leaves 2020-04). CSU NTWL hours are pro-rated for employees working less than full-time. For example, an employee with a .50 timebase is eligible for up to 152 hours of NTWL.

**WHO IS ELIGIBLE FOR NTWL**
To be eligible for NTWL, CSU (state) employees must:
- Be benefits eligible; those appointed with a timebase and duration that qualify for standard benefits (this does not include ACA eligible employees)

**WHEN MAY AN EMPLOYEE REQUEST TO USE NTWL**
Eligible employees may only request NTWL for the following reasons:
- Employee must be unable to work remotely based on their duties (either full-time, part-time, or intermittently), and on-site work is unavailable due to altered campus business operations; and
- Employee must have exhausted all leave available under CPAL

**HOW DOES AN EMPLOYEE REQUEST AND USE NTWL**
Please consult with Human Resources if you have questions on eligibility, the request/approval process, or use of CSU NTWL.
- Use of NTWL must be approved by employee’s MPP supervisor/appropriate administrator
- Approved NTWL hours may be used intermittently by non-exempt employees
- Exempt employees may only use NTWL in full-days

NTWL Request Form:
https://adobesign.calpoly.edu/
PowerForm/3AAABLbIqZhDQwm538nbijSSUgwdkwPyc6ZgebUKQIWoMIUtXzEC3rEFv7DBFa2UNiW
DkKh6W8Q8-rJAR6GNM3mm0dJnflxIw

The use of NTWL will be reported through AMSS. (link to AMSS reporting instructions coming soon)