

Date: October 23, 2007

Code: HR 2007-15

To: CSU Presidents

From: Gail E. Brooks   
Interim Vice Chancellor  
Human Resources

Subject: Administrative Leave – Fall 2007 Fire Season

Certain Southern California campuses are suffering varying degrees of disruption as a result of current fires, and some employees may be displaced from their homes. To assure consistency in the treatment of faculty and staff, the following guidelines are provided in accounting for time during this period of disruption:

A. Campus closed to all or selected faculty and staff:

1. Administrative leave should be granted to all employees who were both scheduled to work and were denied access to the campus during the period(s) of closure.
2. During periods of full or partial campus closure, employees who have already scheduled sick leave, vacation, personal holiday or CTO will still be charged for that time, unless in conflict with a collective bargaining agreement. Please refer to the following sections of the identified labor contracts for further guidance on sick leave reporting during a campus closure: CFA – Article 24.8; APC – Article 19.8; CSUEU– Article 15.12; SETC – Article 23.14; UAPD – Article 14.11; and UAW – Article 20.9.
3. Employees who would have been absent on any day of closure because they were in non-pay status should not be granted administrative leave. Examples would be an employee under a disciplinary suspension or an employee in non-pay status because he/she has been AWOL.

B. Campus opens:

1. Employees who elected not to report to work during this fire period must use accrued vacation, personal holiday, CTO, or be placed on a leave of absence without pay, as appropriate.

C. Campus partially open:

1. If the President deems it safe to partially open the campus, please be advised that emergency pay provisions of a collective bargaining agreement are only available to those employees working in a campus area subject to closure.

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- D. Employees whose homes were destroyed or severely damaged by fire:
  - 1. An employee who could not report to work because his/her home was destroyed or severely damaged by fire shall be granted three consecutive days of administrative leave, inclusive of any administrative leave granted as a result of a full or partial campus closure. If an impacted employee needs additional time, administrators are encouraged to work with the employee to schedule vacation, as needed.
  
- E. Employees directed to leave their homes due to mandatory evacuations:
  - 1. For those employees who were directed to leave their homes due to a mandatory evacuation and could not report to work due to issues related to that evacuation, administrators are encouraged to work with the employees to schedule vacation, as needed. This time is inclusive of any administrative leave granted as a result of a full or partial campus closure.

These actions are consistent with our existing collective bargaining agreements and university policy. To the extent possible, please endeavor to keep local officials of employee organizations informed of events and plans.

If you or your staffs have any questions, please call your Campus Relations / Dispute Resolutions representative at 562-951-4400 or Human Resources Administration at 562-951-4411.

This document is available on the Human Resources Administration Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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