
From: Kristina de la Vega <askhr@csun.edu>
Sent: Thursday, April 02, 2020 10:31 AM
To:
Subject: COVID-19 Temporary Paid Administrative Leave - Update

Dear Colleagues,

As follow-up to the below e-mail sent on March 24, 2020, I am happy to share that the Chancellor's Office and campus presidents have granted an additional 128 hours of paid Administrative Leave.

As such, eligible full-time employees will have a total of 256 hours of paid Administrative Leave. The leave hours will be pro-rated for employees who work less than full-time.

All the same provisions and processes as noted below apply.

Your Appropriate Administrators and timekeepers will be provided with details on time reporting.

I hope you are all doing well and I again thank you for your dedication and efforts in supporting our students during these unprecedented times.

Best,

Kristina

Kristina de la Vega, SPHR, SHRM-SCP | Associate Vice President of Human Resources | [Office of Human Resources](#) | 170 University Hall

California State University, Northridge | Mail Drop 8229 | (Tel) 818.677.2118 | (Fax) 818.677.7200 | kristina.delavega@csun.edu

Statement of Confidentiality: The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain confidential information. If you are not the intended recipient, please notify the sender of this message immediately and destroy all copies of this message and any attachments. This email is not to be forwarded without the approval of the original sender. Thank you.

From: Kristina de la Vega <askhr@csun.edu>
Sent: Tuesday, March 24, 2020 3:15 PM
To:
Subject: COVID-19 Temporary Paid Administrative Leave

Dear Colleagues,

We are pleased to announce the California State University has granted use of temporary paid Administrative Leave up to 128 hours, effective March 23, 2020 through December 31, 2020 for CSU (state) employees who are unable to work due to COVID-19 related reasons.

Under the new provision, all benefits-eligible employees and academic student employees (TA, GA, and ISA) shall be eligible for this one-time allotment that can only be used due to COVID-19 related absences. This paid Administrative Leave is only for employees who are unable to work, on campus or remotely, for the following reasons:

- When an employee is unable to work due to the employee's own COVID-19-related illness or that of a family member for whom the employee would normally be able to use sick leave;

- When an employee is unable to work because the employee has been directed by their supervisor or healthcare provider not to come to the worksite for COVID-19-related reasons and/or it is not operationally feasible for the employee to work remotely; or
- 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.

The paid Administrative Leave is subject to the following conditions:

- All hours must be used by close of business December 31, 2020, at which time the remaining allotted hours will expire;
- The hours may be used at any time during this designated period, including intermittently, either before or after the use of any accrued leave or other paid leave, at the request of the employee, in consultation with the supervisor and provided such use shall not adversely affect the delivery of essential University services; and
- The number of hours of paid administrative leave for employees who work less than full-time shall be prorated according to the percent of the appointment. Human Resources will assist in calculating the pro-rated hours on a case by case basis.

How to Request Paid Administrative Leave:

- **All CSUN state-side employees:** We encourage all employees to first check with their supervisors to see if there is work that can be performed remotely. If not, please contact Employee Relations at 818-677-6566 or er@csun.edu to learn more about the paid Administrative Leave policy. After consult with each employee on their individual unique circumstance, Human Resources will provide the requesting employee an electronic leave form to complete which includes but is not limited to contact information, reason for leave, estimated start and end date of leave, and specific dates when requested Administrative Leave hours will be used.
- **Auxiliary employees:** Please note this paid Administrative Leave does not apply to auxiliary employees. Employees of auxiliary units are asked to consult with Human Resources department liaisons in their respective units regarding leave.

As a reminder, temporary paid Administrative Leave is also available as follows:

- Effective March 16, 2020, temporary paid Administrative Leave is available for employees who are 65 years and older and/or identified as having a medical condition that is high risk per the CDC, and it is not operationally feasible for the employee to work remotely. Employees using paid Administrative Leave under these circumstances, may need to sign an affidavit provided by the Chancellor's Office.

HR 6201 - Families First Coronavirus Response Act (FFCRA)

On March 18, 2020, the President of the United States signed into law the Families First Coronavirus Response Act (HR 6201). The FFCRA, which contains a number of provisions aimed at helping both employers and employees, will become law on April 2, 2020. Once the U.S. Department of Labor publishes its rules for the administration of FFCRA, an update to this policy and available leave for employees will be issued by the CSU Chancellor's Office.

Nothing in these provisions shall be construed in any way as to diminish the rights or benefits our employees are entitled to under any federal, state or local law, collective bargaining agreement, or any other existing CSU policy.

The health and well-being of our employees is a top priority for the CSU and our campus leadership. We appreciate your concerted efforts to navigate this unprecedented situation and the extraordinary care and compassion we are collectively demonstrating for each other.

Best,

Kristina

Kristina de la Vega, SPHR, SHRM-SCP | Associate Vice President of Human Resources| Office of Human Resources | 170 University Hall

California State University, Northridge | Mail Drop 8229 | (Tel) 818.677.2118 | (Fax) 818.677.7200 | kristina.delavega@csun.edu

Statement of Confidentiality: The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain confidential information. If you are not the intended recipient, please notify the sender of this message immediately and destroy all copies of this message and any attachments. This email is not to be forwarded without the approval of the original sender. Thank you.