Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave (CPAL)

Pursuant to the Chancellor’s announcement on March 20, 2020, one-time allotment of paid administrative leave up to 32 days (256 hours) has been granted effective March 23 through December 31, 2020 for eligible employees unable to work due to COVID-19-related reasons. All hours must be used by close of business on 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, provided that such use shall not adversely affect the delivery of essential university services;

• The number of hours of paid administrative leave for employees who work less than full-time shall be prorated according to the percent or time base of the appointment.

• Exempt Employees: Exempt employees are to use paid leave in full day increments unless the leave is designated under the Family and Medical Leave Act (FMLA).

• Non-Exempt employees Under the Fair Labor Standards Act (FLSA), non-exempt employees may use time in less than full day increments.

Reason for Leave Requesting CPAL

The paid administrative leave time may be used only if the employee is unable to work, on campus or remotely. To request participation in the CPAL for the following reasons, please email benefits@mail.fresnostate.edu

1. When an employee is unable to work due to the employee’s own COVID-19-related illness;
2. 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;
3. 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;
4. 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;
5. 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.

Employees eligible for CPAL include:

• All employees with a time base including exempt and non-exempt employees. Staff and Managers please contact Human Resources Benefits at benefits@mail.fresnostate.edu

This excludes hourly/intermittent (positive pay) employees, special consultants, retired annuitants, auxiliary/foundation employees, and temporary faculty employed solely to teach summer session, extension, and/or intersession, with no appointments during the regular terms (e.g. fall and spring semester; or fall, winter, and spring quarters) within the academic year.

• Faculty (Unit 3) - Contact Faculty Affairs at facultyaffairs@csufresno.edu

• There is no waiting period to become eligible for this leave allotment, and new employees hired after the effective date are also eligible.

• All academic student employees (Unit 11) - Contact Faculty Affairs at facultyaffairs@csufresno.edu

• All non-represented student assistants – Contact your department manager and timekeeper for reporting instructions.