

California State University, Fresno

COVID-19 Temporary Paid Administrative Leave (CPAL) for Academic Student Employees (ASE) / U11

Teaching Associates, Graduate Assistants, and Instructional Student Assistants (Tutors, Graders, etc) in Unit 11 shall be eligible to receive a one-time allotment under COVID-19 Temporary Paid Administrative Leave (CPAL).

- The number of hours of CPAL for ASE shall be prorated according to the percent or timebase of the appointment. See below for a table of examples.
- CPAL hours must be used by the close of business on December 31, 2020 at which time the remaining allotted hours expire
- The hours may be used at any time during this designated period, including intermittently, either before or after 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.

March 20 through April 5

- Student assistants who work in essential areas (as defined previously by HR), who are available, and who want to work on campus, may continue to work their regular schedule at their supervisor's discretion and based upon the operating needs of the department.
- Student assistants are allowed to work remotely if an exception has been granted by the applicable division Vice President based on the nature of the work, and if their role is critical in supporting virtual instruction and student success services.
- Regarding student assistants who are ill, need to self-isolate, or if their job duties are impacted by transitioning to virtual education and on-campus work is not available, they will still be paid for the hours they would have otherwise worked through April 5.
- Instructional Student Assistants must continue to report hours.

April 6 – current or otherwise noted.

- ASE who are unable to work, on campus or remotely, will be provided with COVID-19 Temporary Paid Administrative Leave (CPAL) for any of the following situations:
 - The ASE is unable to work due to the his or her own COVID-19-related illness or that of a family member;
 - The ASE is unable to work because he or she has been directed by a healthcare provider not to come to the worksite for COVID-19-related reasons;
 - When it is not operationally feasible for the ASE to work remotely; or
 - The ASE is unable to work due to a COVID-19-related school or daycare closure, and he or she is required to be at home with a child or dependent, and it is not operationally feasible for the ASE to work remotely or in conjunction with the childcare commitment.
- An ASE will be provided up to a maximum of 128 hours of CPAL based on 20 hours per week or a .50 assignment. The number of hours available will be based on his or her work schedule during the current academic semester – for hourly ASE's the February 2020 pay period will be used to estimate his or her time base. Below are the available hours based on the ASE appointment or for hourly, the hours worked in February.

Managers or Department Chairs need to ensure that student assistants report on their timesheet their hours worked and/or CPAL used based on the hours they would have otherwise been scheduled to work. This is based on your budget for your respective department.

- Example 1: a student who was hired to work an average of 20 hours per week is eligible to use up to 20 hours of CPAL per week; up to 128 hours.
- Example 2: a student who was hired to work an average of 10 hours per week is eligible to use up to 10 hours of CPAL per week; up to 64 hours.

Here are additional examples:

Teaching Associate or Graduate Assistant FTE (Timebase)	Hourly ASE: Average # of Hours Worked/Scheduled Per Week	COVID Temporary Paid Administrative Leave (CPAL) Allotment
½ Half Time	20 hours	128 hours
6.0 wtu (.40)	16 hours	102.5 hours
4.0 wtu (.27)	10.7 hours	68.3 hours
3.0 wtu (.20)	8 hours	51.2 hours
1.3 wtu (.087)	3.5 hours	22.2 hours

Approval and use process for ASE:

- An ASE may use their CPAL hours any time between April 6 through May 22, intermittently and with the approval of their supervisor.
- ASE should request and coordinate schedule with his or her supervisor. The supervisor will email facultyaffairs@mail.fresnostate.edu to request the CPAL Approval form, the form will be initiated by Faculty Affairs and routed through DocuSign for signatures.
- ASE, with supervisor approval, to work a reduced work schedule may use partial CPAL to offset the difference in hours they would have otherwise been scheduled to work.
- During the week of Spring Break (April 6-10), up to 20 hours of CPAL may be used.
- All ASE will report CPAL usage.
 - ISA (hourly) will report time on their timesheet using the applicable reason code.
 - CPAL – COVID PAL - (Effective 3/23)
 - CSIC – COVID FFCRA Sck - (effective 4/1)
 - CFML – COVID FFCRA FML - (Effective 4/1)
 - TA and GA will report as time used in Absence Management using “Organ Donor” with the following notations:
 - ‘CPAL’ for CSU COVID-19 Paid Administrative Leave
 - ‘CSIC’ for FFCRA Sick Leave
 - ‘CFML’ for FFCRA Family Medical Leave