

COVID-19 Information Regarding Leave & Pay for CSU Workers

We are providing the following general information regarding leave and pay issues during the COVID-19 pandemic. For specific questions, or for additional information, please contact your union representative.

If you are unable to report to work due to school or child care closures and you have no available child care

- Notify your supervisor
- Use available paid leave to cover your absence, if available
- If you have exhausted all paid leave, and you have no child care options and cannot work remotely, you should apply for unemployment. You can do this online at the EDD website:
https://edd.ca.gov/Unemployment/Filing_a_Claim.htm

If you are unable to report to work because you have been exposed to COVID-19 and/or you are experiencing symptoms or have been advised to self-quarantine.

- Call or email your medical provider and request a medical note advising you to self-quarantine or be out of work for a specific period of time
- Notify your supervisor
- You do not have to have a positive COVID-19 test to be out of work if you have been directed to self-quarantine by a doctor or other health professional
- File a claim for short-term disability with CSU's Nonindustrial Disability Insurance program.
- If you have worked for CSU for less than 18 months, you may be eligible to apply for California SDI short-term disability benefits through your previous employer. You may file online at the EDD website: edd.ca.gov.

If you are unable to report to work because you must care for a child or other family member who has been exposed to COVID-19 and/or is experiencing symptoms.

- Call or email the child or other family member's doctor and request a medical note advising the family member to remain at home for a specific period of time
- Your child or other family member does not have to have a positive COVID-19 test in order for you to remain with them to care for them.
- Notify your supervisor
- Use available paid leave to cover your absence, if available
- If you have worked for CSU for less than 18 months, you may be eligible to apply for California paid family leave benefits through your previous employer. You may file online at the EDD website: edd.ca.gov.

If you are laid off or your hours have been reduced due to COVID-19

- If you cannot come in to work and you cannot work from home,
- You should file for unemployment after you exhaust paid leave. The waiting period for unemployment has been waived, but you will have to wait for an eligibility determination before receiving benefits. You are not required to search for work if you expect to return to your job when the situation has improved.

Employees Over 65 or With Chronic Conditions

- Governor Newsom has recommended home isolation for California residents over 65 or with chronic health conditions.
- The CSU Office of the Chancellor, by letter dated March 15, has ordered all employees who are subject to the Governor's recommendation to practice home isolation to remain at home and off of CSU property.
- You should notify your supervisor that you will be complying with this order.
- If you can work from home, your supervisor will discuss with you.
- The March 15 letter states that "for those CO employees that are not able to telecommute, you will be placed on administrative leave with pay at your current rate and for your normal scheduled work hours."

Employees Subject to Local Shelter in Place Ordinances

- The public health officials in San Francisco, Santa Clara, San Mateo, Marin, Contra Costa and Alameda Counties ordered residents to shelter in place on March 16, with exceptions for essential services. This order last until April 7, 2020, or until it is rescinded or modified.
- If you are affected by the order, you should remain at home unless your job is considered an essential service. You should work from home if you are able to. You should follow instructions from your supervisor regarding whether your job is essential and regarding working from home.
- If your job is not essential and if you are unable to work from home, you should apply for unemployment benefits once you exhaust any paid leave.