


Date: April 27, 2020
To: Presidents
CC: Associate Vice Presidents, Human Resources
Associate Vice Presidents, Faculty Affairs/AP
From: Evelyn Nazario 
Vice Chancellor, Human Resources
Code: POLICY LETTER
HR 2020-05
Reference: HR 2020-04
HR/Leaves 2020-04
Subject: Income Protection for Non-Telecommuting Workers – Effective May 1, 2020

The purpose of this policy is to provide additional paid leave of up to 304 hours for workers who are not assigned to work on site, who cannot work remotely based on their duties, and who have exhausted the hours available to them under COVID Temporary Paid Administrative Leave (CPAL). These hours can be used as early as May 1, 2020, and expire on June 30, 2020, or until such time the employee is required to return to work on a regular basis, whichever occurs first. Note, once the stay-at-home directives are lifted by the Governor and/or local government officials and employees are permitted to return to work on site, these hours expire and will no longer be available.

This leave, which is referred to as the Non-Telecommuting Workers Leave (NTWL) does not supersede leave provisions under CPAL, or leave provisions under the Families First Coronavirus Response Act (FFCRA), or the paid leave provisions announced by the Chancellor on March 17, 2020 providing leave for employees who have underlying chronic medical conditions and/or who are 65 years or older and who are unable to work remotely. Additionally, it does not supersede the COVID-19 emergency pay provisions I announced in a memorandum on March 25, 2020.

In order to be eligible for NTWL, employees must meet the following criteria:

- (1) Employee must have an appointment with a timebase that would be eligible for benefits if their timebase (exempt or non-exempt) and duration of appointment qualify for standard benefits in the CSU Benefits Eligibility Administrative Guide, even if the employee does not currently subscribe to benefits through the CSU; and
- (2) Employee must be unable to work remotely (either full-time, part-time, or intermittently) and on-site work is unavailable due to altered campus business operations; and
- (3) Employee must have exhausted all leave available under CPAL.

Questions regarding this leave can be referred to Tammy Kenber at (562) 951-4588 or tkenber@calstate.edu.
