

## FAQs – CPAL – STAFF AND FACULTY

Question	Answer
<b>What is CPAL?</b>	CPAL is an acronym for the CSU COVID-19 Temporary Paid Administration Leave policy enacted in response to the Coronavirus pandemic. It was issued by the CSU Chancellor, Dr. Timothy White, on March 20, 2020. Its reference number is HR 2020-03. The technical letter was issued on March 27, 2020, and is identified as HR/Leaves 2020-01.
<b>What does 'Benefits Eligible' mean in CPAL?</b>	Any staff or faculty employee with an appointment/classification (or multiple) that would be eligible for benefits if their time base (exempt or non-exempt) and duration were met under the Standard Benefits Criteria as defined in the Benefits Eligibility Administrative Guide, even if they do not currently have benefits (e.g., temporary faculty with a time base below .4 FTE).
<b>Who is an eligible employee for CPAL?</b>	Employees eligible for CPAL include (1) All employees with a time base including exempt and non-exempt employees; (2) All academic student employees (Unit 11); and (3) All non-represented student assistants.
<b>When is an eligible employee able to use CPAL?</b>	The paid administrative leave time may be used only if the employee is unable to work, on campus or remotely, under these purposes: (1) when an employee is unable to work due to the employee's own COVID-19-related illness or the COVID-19-related illness of a family member whom the employee would normally be allowed to use sick leave for; (2) When an employee is unable to work because the employee has been directed by their healthcare provider or supervisor not to come to the worksite for COVID-19-related reasons; (3) when it is not operationally feasible for the employee to work remotely; and/or (4) 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.

Question	Answer
<b>Who decides how and when CPAL can be used - me or my supervisor?</b>	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.
<b>How does CPAL work for employees who are 65 years or older or have underlying chronic medical conditions more vulnerable to contracting the virus as determined by the CDC, and who are unable to work remotely?</b>	CPAL does not supersede the provisions of the paid administrative announced by the Chancellor on March 17, 2020, providing indefinite leave for employees who have underlying chronic medical conditions and/or who are 65 years or older and unable to work remotely.
<b>What is the effective date of CPAL?</b>	For staff and faculty, the effective date is March 23, 2020. Staff and faculty who were on a COVID-19 leave prior to March 23, 2020, should still enter their leave as paid administrative leave.
<b>Is there a waiting period to be eligible for CPAL?</b>	There is no waiting period to become eligible for CPAL, and new employees hired after the effective date are also eligible.
<b>Who is not eligible for CPAL?</b>	CPAL is not available to hourly/intermittent (positive pay) employees, special consultants, retired annuitants, auxiliary/Corporation 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.
<b>If an employee is not eligible for CPAL, what options do they have?</b>	Employees who are not eligible should remain on active status. The employee may have other leave options through the FMLA, personal leaves without pay, and/or the recently passed federal law, Families First Coronavirus Response Act (FFCRA), effective April 1, 2020. Information regarding the coordination of all paid leave time available under CPAL and the FFCRA will be issued soon. For more assistance, staff should contact <a href="#">Linda Schaedle</a> or <a href="#">Melanie Chavez</a> ; faculty should contact <a href="#">Amy Thurman</a> .

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<p><b>How much time is available under CPAL?</b></p>	<p>Full-time eligible employees are granted an allotment of up to 256 hours. [On April 1, 2020, Chancellor White announced that CPAL leave hours will be extended by 128 hours, for a total allotment of up to 256 hours.] Employees may use CPAL before or after using other accrued leave balances or any other paid leave which might be available. CPAL may be used at any time from March 23, 2020, through December 31, 2020. All hours must be used by close of business on December 31, 2020, at which time the remaining allotted hours will expire. Since most of the CSUMB campus is closed from December 25-31, 2020, employees should use their CPAL hours before that time.</p>
<p><b>For eligible employees whose hours vary, how do I calculate their eligible CPAL hours?</b></p>	<p>If an employee's schedule varies from week to week to such an extent that the campus is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave, the campus will use the employee's average number of hours worked per week. If this calculation cannot be made because the employee has not been employed for at least six months, use the number of hours that the employee is expected to work. You may also contact <a href="#">Terryn Ashley</a> for assistance in the calculation.</p>
<p><b>If CPAL hours are based on employee time-base, how much time does an eligible staff or faculty member get if they have a .50 FTE time base?</b></p>	<p>The number of hours available for employees who work less than full-time shall be prorated according to their full-time equivalency, or the percent of the appointment (hours normally scheduled to work). For example, if the time base is .50 FTE, the employee is eligible for 128 hours of CPAL.</p>
<p><b>How do I request CPAL?</b></p>	<p>CPAL is effective as of March 23, 2020. Employees request CPAL by completing a Request for Temporary Paid Administrative Leave (CPAL). Employees submit the Form to their appropriate administrator. The employee must self-certify on the form that the need for leave is valid. That form is attached here and is also available on the University Personnel website.</p>

Question	Answer
<b>How do I report my paid administrative leave prior to March 23 (i.e. for the week of March 16-20)?</b>	Enter it on your absence reporting.
<b>If an employee who is on unpaid FML asks to have CPAL, are they eligible?</b>	If the employee is eligible under CPAL criteria, yes. For staff, contact <a href="#">Linda Schaedle</a> or <a href="#">Melanie Chavez</a> . For faculty, contact <a href="#">Amy Thurman</a> .
<b>If an employee is running out of hours under CPAL, what should the employee do?</b>	The employee should let their supervisor know. The employee may have other leave options through the FMLA, personal leaves without pay, and/or the recently passed federal law, Families First Coronavirus Response Act (FFCRA), effective April 1, 2020. Information regarding the coordination of all paid leave time available under CPAL and the FFCRA will be issued soon. For more assistance, staff should contact <a href="#">Linda Schaedle</a> or <a href="#">Melanie Chavez</a> ; faculty should contact <a href="#">Amy Thurman</a> .
<b>If an employee is running out of hours under CPAL, what should the employee's supervisor do?</b>	The supervisor should notify their UP contact as soon as you think that an employee is going to deplete their allotment so that the individual's situation can be reviewed for possible eligibility for other CSU leave programs.
<b>If the supervisor submitted to University Personnel the names of their direct reports on paid administrative leave due to COVID-19 reasons, do the employees requesting CPAL need to complete the Request for Temporary Paid Administrative Leave?</b>	Yes. CPAL Request forms and calendars need to be completed for all employees requesting CPAL.
<b>Is a medical certification required to request CPAL?</b>	No, employees must self-certify on the form that the need for leave is valid.
<b>Do employees still accrue vacation and sick time while using CPAL?</b>	Yes
<b>Can exempt employees get partial day leave?</b>	Maybe. If the employee is a Unit 4 (APC) employee, only full days of CPAL may be used. For all other exempt employees, if the exempt employee is on FMLA leave, the exempt employee may take CPAL in partial day increments. If the exempt employee is not on FMLA, the exempt employees may only use CPAL in full-day blocks of time.

<b>Question</b>	<b>Answer</b>
<b>How do non-exempt employees use CPAL?</b>	Non-exempt employees Under the Fair Labor Standards Act (FLSA) may use time in less than full day increments.
<b>What happens if I don't use all of my CPAL hours by December 31, 2020? Can I carry them over into 2021?</b>	No. All hours must be used by close of business on December 31, 2020, at which time the remaining allotted hours will expire. Since CSUMB is closed from December 25-31, 2020, you should have used all of your hours before then.