

	Families First Coronavirus Response Act (FFCRA)			
	Coronavirus Paid Administrative Leave (CPAL)	Non-Telecommuting Workers Leave (NTWL)	Emergency Paid Sick Leave (EPSLA)	Emergency Family Medical Leave Expansion Act (EFMLA)
Effective Dates	March 23, 2020 – December 31, 2020	May 1, 2020 – June 30, 2020	April 1, 2020 – December 31, 2020	April 1, 2020 – December 31, 2020
Eligible Employees	<ul style="list-style-type: none"> Employees with a time base Academic student employees (Unit 11) Non-represented student assistants (Exception: Federal Work Student Students) 	<ul style="list-style-type: none"> Employees with a timebase (exempt or non-exempt) and duration of appointment that qualifies for standard benefits in the CSU Benefits Eligibility Administrative Guide, even if the employee does not currently subscribe to benefits through the CSU 	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> All employees employed at least 30 days <p>Exception: Emergency responders and healthcare workers are not eligible for leave under FFCRA due to school or daycare closure.</p>
Qualifying Reasons	<p>May be used only if the employee is unable to work, on campus or remotely, for the following purposes:</p> <ul style="list-style-type: none"> When an employee is unable to work due to the employee’s own COVID-19-related illness; 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; 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; 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; When an employee is unable to work due to a COVID-19- 	<ul style="list-style-type: none"> 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 Employee has exhausted all leave available under CPAL. 	<p>May be used only if an employee is unable to work or telework because:</p> <ol style="list-style-type: none"> The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19; The employee has been advised by a health care provider to self-quarantine because of COVID-19; The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis; The employee is caring for an individual subject or advised to quarantine or isolation; The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in 	<p>“A qualifying need related to a public health emergency” (meaning an emergency with respect to COVID-19 declared by a federal, state, or local authority). This “qualifying need” is limited to circumstances where an employee is unable to work (or telework) to care for a minor child if the child’s school or place of childcare has been closed or is unavailable due to a public health emergency.</p>

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	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.		consultation with the Secretaries of Labor and Treasury. Exception: Emergency responders and healthcare workers are excluded from paid leave for Qualifying Reasons #4 and #5 listed above.	
Amount of Leave	<ul style="list-style-type: none"> Full-time employees: 256 hours Part-time employees: Prorated according to their percent of the appointment or timebase (hours normally scheduled to work) <p>Example: Employee with a .50 timebase is eligible for 128 hours</p>	<ul style="list-style-type: none"> Full-time employees: 304 hours Part-time employees: Prorated according to their percent of the appointment or timebase (hours normally scheduled to work) <p>Example: Employee with a .50 timebase is eligible for 152 hours</p>	<ul style="list-style-type: none"> Full-time employees: 80 hours (2 weeks) Part-time employees: The number of hours that the employee works, on average, over a 2-week period. 	<ul style="list-style-type: none"> Up to 12 weeks Full-time employees: 2 weeks of paid sick leave followed up by up to 10 weeks of paid EFMLA at 40 hours a week Part-time employees: Eligible for leave for the number of hours (or timebase) the employee is normally scheduled to work over that period
Use of Leave	<ul style="list-style-type: none"> Exempt employees: Must use leave in full day increments Non-exempt employees: May use in leave is less than full day increments 	<ul style="list-style-type: none"> Exempt employees: Must use leave in full day increments Non-exempt employees: May use in leave is less than full day increments 	<ul style="list-style-type: none"> Exempt employees: Must use leave in full day increments Non-exempt employees: May use in leave is less than full day increments 	<ul style="list-style-type: none"> Exempt employees: Must use leave in full day increments unless the leave is designated under EFMLA Non-exempt employees: May use in leave is less than full day increments
Requesting Leave	<ul style="list-style-type: none"> Completion of Request for CPAL form Request for CPAL form (Adobe Sign version) 	<ul style="list-style-type: none"> Completion of Request for NTWL form 	<ul style="list-style-type: none"> Completion of Request for FFCRA form 	<ul style="list-style-type: none"> Completion of Request for FFCRA form
Reporting Time	<ul style="list-style-type: none"> Absence Management: Use 'PAL/FFCRA' leave code Type 'CPAL' in the Comments Section 	<ul style="list-style-type: none"> Absence Management: Use 'PAL/FFCRA' leave code Type 'NTWL' in the Comments Section 	<ul style="list-style-type: none"> Absence Management: Use 'PAL/FFCRA' leave code Type 'CSIC' in the Comments Section 	<ul style="list-style-type: none"> Absence Management: Use 'PAL/FFCRA' leave code Type 'CFML' in the Comments Section
Order of Leave	<ul style="list-style-type: none"> Intended to be used prior to FFCRA, but not a mandate. 	<ul style="list-style-type: none"> Can be used only after CPAL has been exhausted 	<ul style="list-style-type: none"> May be used before using other accrued leave balances 	<ul style="list-style-type: none"> May be used before using other accrued leave balances