

	COVID-19 Exclusion Pay (CCR 3205(a))		Expanded COVID-19 Related Leave (ECRL)
Eligible Employees	CSUEU (Units, 2, 5, 7, 9) Teamsters (Unit 6) and Non-Represented Employees	All Other Employee Groups	Teamsters (Unit 6) Only
Effective Dates	November 20, 2020 - May 28, 2021		January 1, 2021 - December 31, 2021
Definitions	<ul style="list-style-type: none"> • Quarantine is generally for those employees who were exposed to COVID-19 • Isolation is generally for those who are experiencing symptoms of COVID-19 		
Qualifying Reasons	<p>This “qualifying need” is limited to circumstances where the eligible employee has reported COVID-19 exposure to the COVID-19 Response Team at (310) 243-2067 and is unable to work (or telework) for the following reasons:</p> <ul style="list-style-type: none"> • When the campus determines the employee was exposed to COVID-19 on campus and the employee must quarantine. <ul style="list-style-type: none"> ○ Exclusion Pay Applies • When the employee stipulates, they were exposed to a COVID-19 case on campus and must quarantine and the campus is unable to demonstrate the exposure is not work site related – Unknown. <ul style="list-style-type: none"> ○ The employee must use their available sick leave until exhausted (Unit 6 may use ECRL until exhausted or not available). ○ Exclusion Pay for CSUEU and non-represented employees applies after sick leave is exhausted or not available. ○ Exclusion Pay applies for Unit 6 after ECRL and sick is exhausted or not available. ○ Dock Status applies after exhaustion of all available leave credits. 	<p>This “qualifying need” is limited to circumstances where the eligible employee has reported COVID-19 exposure to the COVID-19 Response Team at (310) 243-2067 and is unable to work (or telework) for the following reasons:</p> <ul style="list-style-type: none"> • When the campus determines the employee was exposed to COVID-19 on campus and the employee must quarantine. <ul style="list-style-type: none"> ○ The employee must use their available sick leave until exhausted. ○ Exclusion Pay applies after sick leave is exhausted or not available. • When the employee stipulates, they were exposed to a COVID-19 case on campus and must quarantine and the campus is unable to demonstrate the exposure is not work site related – Unknown. <ul style="list-style-type: none"> ○ The employee must use their available sick leave until exhausted. ○ Exclusion Pay applies after sick leave is exhausted or not available. 	<p>This “qualifying need” is limited to circumstances where the eligible employee is unable to work (or telework) for the following reasons:</p> <ul style="list-style-type: none"> • The employee is unable to work due to the employee’s own COVID-19-related illness. • The employee is experiencing COVID-19 related symptoms and is seeking diagnosis for their own illness. • The employee must care for their immediate family member who resides in the employee’s household who has COVID-19 symptoms or illness. • The employee is responsible for care of a minor child, who resides in the employee’s household, and whose school or daycare is closed due to COVID-19, resulting in the employee being unable to work • The employee is excluded from the work site because of a requirement under Cal/OSHA General Industry Safety Orders Section 3205.

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	<ul style="list-style-type: none"> • When an employee is exposed to a COVID-19 case off campus and must quarantine and the employee stipulates the exposure is not work related and/or the campus demonstrates that the COVID-19 exposure is not work site related. <ul style="list-style-type: none"> ○ The employee in this category must use their available sick leave until exhausted or not available. If sick leave is exhausted on not available, they may use other available leave accruals (such as vacation, CTO) until exhausted ○ Unit 6 may also use ECRL and sick leave until exhausted or not available, If sick leave and ECRL are exhausted on not available, they may use other available leave accruals (such as vacation, CTO) until exhausted ○ Dock Status applies after sick leave and all other available leave accruals are exhausted or not available 	<ul style="list-style-type: none"> • When an employee is exposed to a COVID-19 case off campus and must quarantine and the employee stipulates the exposure is not work related and/or the campus demonstrates that the COVID-19 exposure is not work site related. <ul style="list-style-type: none"> ○ The employee in this category must use their available sick leave until exhausted and may use other available leave accruals until exhausted ○ Dock Status applies after sick leave and all other available leave accruals are exhausted or not available 	

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Amount of Leave	<ul style="list-style-type: none"> Exposed employee who does not develop symptoms may return to work 10 days from last known exposure. 	<ul style="list-style-type: none"> Exposed employee who does not develop symptoms may return to work 10 days from last known exposure. 	<ul style="list-style-type: none"> Eligible employees may utilize up to 256 hours (32 days).
Use of Leave	<ul style="list-style-type: none"> Exempt and Non-exempt employees: Must use leave in full day increments. Exposed employee who develop symptoms must be placed on sick leave if not covered by workers compensation. Dock applies after sick leave and other available leave accruals are exhausted or not available. 	<ul style="list-style-type: none"> Exempt and Non-exempt employees: Must use leave in full day increments. Exposed employee who develop symptoms must be placed on sick leave if not covered by workers compensation. Dock applies after sick leave and other available leave accruals are exhausted or not available. 	<ul style="list-style-type: none"> Exempt employees: Must use leave in full day increments. Non-exempt employees: May use leave is less than full day increments.
Requesting Leave	<ul style="list-style-type: none"> Employee must inform their Appropriate Administrator of their need to be off work due to COVID-19 exposure. Administrator must contact Payroll/Benefits Manager and WC/ADA Manager to begin the leave determination process 	<ul style="list-style-type: none"> Employee must inform their Appropriate Administrator of their need to be off work due to COVID-19 exposure. Administrator must contact Payroll/Benefits Manager and WC/ADA Manager to begin the leave determination process 	<ul style="list-style-type: none"> Employee must inform their Appropriate Administrator to request a leave related to COVID-19. Complete the Request for ECRL form. Electronically submit completed ECRL form to Payroll/Benefits Manager.
Reporting Time	PeopleSoft Reporting by HR: <ul style="list-style-type: none"> Place an employee on EP: Use 'PLA/LWP' leave code. Type 'EP' in the Comments Section. Return an employee from EP: Use 'RFL/PDL' leave code. Type 'Return EP' in the Comments Section. 	PeopleSoft Reporting by HR: <ul style="list-style-type: none"> Place an employee on EP: Use 'PLA/LWP' leave code. Type 'EP' in the Comments Section Return an employee from EP: Use 'RFL/PDL' leave code. Type 'Return EP' in the Comments Section. 	Absence Management Reporting by Dept.: <ul style="list-style-type: none"> Placing an employee on ECRL: Use 'PAL/FFCRA' leave code. Type 'ECRL' in the Comments Section. Dates in Absence Management must match dates on ECRL form.
Workers' Compensation	<ul style="list-style-type: none"> May apply to the employee exposed on campus. Contact WC/ADA Manager in Human Resources for more information. 	<ul style="list-style-type: none"> May apply to the employee exposed on campus. Contact WC/ADA Manager in Human Resources for more information. 	<ul style="list-style-type: none"> May apply to the employee exposed on campus. Contact WC/ADA Manager in Human Resources for more information.