


The California State University  
Office of the Chancellor  
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(562) 951-4400

**Date:** September 12, 2001

**Code:** HR 2001-21

**To:** CSU Presidents

**From:** Jackie R. McClain   
Vice Chancellor  
Human Resources

**Subject:** **Administrative Leave – Employees’ Pay Status During Periods of Campus Closure**

The following guidelines are provided to govern the pay status of employees during periods of campus closure due to the tragic events that occurred on September 11, 2001.

1. Employees who reported to work on September 11, 2001, and were subsequently excused from work due to their designation as ‘non-essential’ employees by the campus president shall receive their regular pay for September 11, 2001 and shall not be required to exhaust any accrued leave credits (i.e., vacation, sick leave, CTO, etc.) for this day.
2. Employees who did not report to work on September 11, 2001, and who were designated as ‘non-essential’ employees by the campus president shall also receive their regular pay for September 11, 2001 and shall not be required to exhaust any accrued leave credits for this day.
3. Employees who worked on September 11, 2001 due to their designation, as ‘essential’ employees by the campus president shall receive their regular pay for that day. Such employees shall be compensated for overtime pay only in the event that these employees qualify for such compensation under the provisions of applicable CSU policy or a collective bargaining agreement.

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4. Existing campus policies or practices shall govern the pay status of employees who were not scheduled to report to work because they were scheduled to utilize accrued leave credits (scheduled to be on vacation, sick leave, CTO, etc.). In the event that a campus has never implemented a policy or has no binding practice regarding this subject, then employees who were not scheduled to report to work because they were scheduled to use accrued leave credits shall be required to use those scheduled accrued leave credits.

These guidelines shall also apply to future campus closures related to emergency circumstances. Please contact Human Resources at (562) 951-4400 if you have any questions regarding this matter.

JRMcC/cd