

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: October 27, 2003

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To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: Administrative Leave – Fires – Monday, October 27, 2003

Southern California campuses are suffering varying degrees of disruption as a result of the current devastating fires. Selected campuses may be closed for one or more days during which time most or all employees may be barred from entering the campuses. To assure consistency in the treatment of faculty and staff, the following guidelines are provided in accounting for time during this period of disruption:

- A. Campus closed to all or selected faculty and staff:
1. Administrative leave should be granted to all employees who were both scheduled to work and were denied access to the campus during the period(s) of closure.
 2. During periods of full or partial campus closure, employees who have already scheduled sick leave, vacation, personal leave or CTO will still be charged for that time.
 3. Employees who would have been absent on any day of closure because they were in nonpay status should not be granted administrative leave. Examples would be an employee under a disciplinary suspension or an employee in nonpay status because he/she has been AWOL.

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- B. Campus open:
 - 1. Employees who elected not to report to work during this fire period must use accrued vacation, personal leave or CTO as appropriate.
- C. Campus partially open:
 - 1. If the President deems it safe to partially open the campus, the campus should continue to provide administrative leave to those employees who are not needed as provided in A and B above.
- D. Employees whose homes were destroyed or severely damaged by fire:
 - 1. An employee who could not report to work because his/her home was destroyed or severely damaged by fire shall be granted three consecutive days of administrative leave, inclusive of any administrative leave granted as a result of a full or partial campus closure. If an impacted employee needs additional time, administrators are encouraged to work with the employee to schedule vacation, as needed.

These actions are consistent with our existing collective bargaining agreements and university policy. To the extent possible, please endeavor to keep local officials of employee organizations informed of events and plans.

If you or your staff have any questions, please call Sam Strafaci at (562) 951-4400 or Cathy Robinson at (562) 951-4501.

This document is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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