THE CALIFORNIA STATE UNIVERSITY
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Date: November 4, 2003 **Code: HR 2003-20 Supplement #1**

To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources

Subject: **Administrative Leave – October 2003 Fires**

HR 2003-20, issued October 27, 2003, provided guidelines for extending administrative leave to employees during these difficult times. Because of the magnitude of the problems created by these multiple fires and the threat to the health and safety of the Southern California community, we have expanded our administrative leave guidelines to cover selected emergency volunteer services as follows:

> If an employee has an established volunteer assignment with a firefighting agency or with a disaster response organization like the American Red Cross and that employee has been called for service to actively engage in an organized effort to protect the health and safety of the general public during this emergency, the campus may grant administrative leave, as appropriate, in review of individual facts. The employee should notify his/her supervisor and human resources department or faculty affairs office of the call to service and provide information, as requested, on the dates and nature of service.

This administrative leave guideline applies only to the period during and immediately following the October 2003 fires. These actions are consistent with our existing collective bargaining agreements and university policy.

Also, as a note, HR 2003-20, Paragraph A.2. addressed treatment of time for employees who have already scheduled sick leave, vacation, personal leave or CTO. Please refer to the following sections of the identified labor contracts for further guidance on sick leave

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reporting during a campus closure: CFA (Unit 3) – Article 24.8; APC (Unit 4) – Article 19.8; CSEA (Units 2, 5, 7, 9) – Article 15.12; and UAPD (Unit 1) – Article 14.11. Please be advised that if there is any conflict with guidelines contained in HR 2003-20, these provisions of the collective bargaining agreements shall be controlling.

If you 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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