

## REQUEST FOR CSU TEMPORARILY PAID LEAVES (TLP, CPAL & NTWL) Coronavirus Pandemic (COVID)

|   |  |              |  |
|---|--|--------------|--|
| Employee Name:                            |  | Employee ID: |  |
| Job Title:                                | Division/Department:                         |              |  |
| Classification:                           | Full-Time:                                   | Part-Time:   | Exempt: <input type="checkbox"/> Non-Exempt: |
| Supervisor Name:                          | Supervisor email/Ext.                        |              |  |
| Date Requested:                           | Date of Requested Extension (if applicable): |              |  |
| CSU Temporary Leaves (employee to select) | TLP  | CPAL         | NTWL   |

The CSU has implemented three temporary paid leave programs to ensure salary continuation for eligible employees. To access the programs, employees must select the applicable leave

|  |   |
|--|---|
|  |   |
|  | I am unable to work because I have been directed by healthcare provider not to come to the worksite for COVID related reasons.  |
|  | I am unable to work because I have been directed by my appropriate administrator not to come to the worksite and it is not operationally feasible for me to work remotely.  |
|  | I am unable to work due to a COVID-related school or daycare closure and I am required to be at home with a child or dependent, and it is not operationally feasible for me to work remotely or in conjunction with the childcare commitment. |



Request for Dates of CSU Temporary Leaves (TLP, CPAL & NTWL)  
 Detail by Month

|              |    |    |    |                  |    |       |
|--------------|----|----|----|------------------|----|-------|
| Month: _____ |    |    |    | Pay Period _____ |    |       |
| 1            | 2  | 3  | 4  | 5                | 6  | 7     |
| 8            | 9  | 10 | 11 | 12               | 13 | 14    |
| 15           | 16 | 17 | 18 | 19               | 20 | 21    |
| 22           | 23 | 24 | 25 | 26               | 27 | 28    |
| 29           | 30 | 31 |    |                  |    | Total |

|              |    |    |    |                  |    |       |
|--------------|----|----|----|------------------|----|-------|
| Month: _____ |    |    |    | Pay Period _____ |    |       |
| 1            | 2  | 3  | 4  | 5                | 6  | 7     |
| 8            | 9  | 10 | 11 | 12               | 13 | 14    |
| 15           | 16 | 17 | 18 | 19               | 20 | 21    |
| 22           | 23 | 24 | 25 | 26               | 27 | 28    |
| 29           | 30 | 31 |    |                  |    | Total |

|              |    |    |    |                  |    |    |
|--------------|----|----|----|------------------|----|----|
| Month: _____ |    |    |    | Pay Period _____ |    |    |
| 1            | 2  | 3  | 4  | 5                | 6  | 7  |
| 8            | 9  | 10 | 11 | 12               | 13 | 14 |
| 15           | 16 | 17 | 18 | 19               | 20 | 21 |
| 22           | 23 | 24 | 25 | 26               | 27 | 28 |
| 29           | 30 | 31 |    |                  |    |    |