

## Human Resources Branch Memorandum

SUBJECT: <b>Updated Guidance on COVID-19 Related ATO</b>	NUMBER: <b>HRB 20-040</b>
	DATE ISSUED: <b>December 24, 2020</b>
DISTRIBUTION: <b>CDFW Supervisors and Manager</b>	EXPIRES: <b>Until Superseded</b>

Action Required

Informational Only

Control Agency Directive

### Purpose

The purpose of this memorandum is to update all California Department of Fish and Wildlife (CDFW) managers and supervisors of the COVID-19 ATO Approval Process and qualifying reasons for use of COVID-19 ATO.

**Note: Employees who voluntarily travel are required to use their own leave credits for the quarantine period.**

### Authorities

- California Department of Human Resources (CalHR)

### Requirements

Supervisors approving timesheets with AT-COV19 must ensure that the COVID-19 ATO approval process has been completed and one of the two criteria below have been met prior to approving the timesheet.

#### 1. Office Closure

In the event that an office is closed due to a COVID-19 exposure notice and an employee is not able to telework, that employee shall receive COVID-19 ATO. Office closures due to COVID-19 are defined as locations ordered to close by a local public health department, the State Department of Public Health, the Division of Occupational Safety and Health, or a temporary closure due to deep cleaning after exposure.

#### 2. 14-Day Quarantine Period due to Exposure in the Workplace

Asymptomatic employees who have been exposed to a COVID-19 positive individual in the workplace and received a close contact letter can request up to 14 days of COVID-19 ATO if they do not have the ability to telework. Once an employee becomes **symptomatic or tests positive**, the supervisor must email [COVID-19LeaveSupport@wildlife.ca.gov](mailto:COVID-19LeaveSupport@wildlife.ca.gov) to determine leave options.

### Exposure Outside of the Office

If you are a supervisor and your employee is required to quarantine due to exposure outside of the workplace and is unable to telework, please email [COVID-19LeaveSupport@wildlife.ca.gov](mailto:COVID-19LeaveSupport@wildlife.ca.gov) to discuss leave options.

### COVID-19 ATO Approval Process

With the exception of Supplemental Paid Sick Leave (SPSL) requests, a supervisor must determine

if telework or COVID-19 ATO is most appropriate. If COVID-19 ATO is determined to be most appropriate, a request for COVID-19 ATO must be submitted to the Branch Chief/Regional Manager. All approved COVID-19 ATO must be sent to Barbara Feickert (Barbara.Feickert@wildlife.ca.gov) by noon each Monday. All approved COVID-19 ATO must be tracked by a supervisor and recorded on the employee's timesheet using the leave code information below. The timesheet's comment section must reflect one of the two reasons for approved COVID-19 ATO and the date of approval by the BC/RM:

- Office Closures
- 14-day quarantine periods.

Timesheets that don't reflect the required information will be rejected by the Personnel Specialist.

### **Law Enforcement Division (LED) Staff Requiring Quarantine**

Up to 80 hours of fully paid Supplemental Paid Sick Leave (SPSL) is available for LED employees exempt from Families First Coronavirus Response Act for time off needed due to quarantine or testing positive for COVID-19. Unlike the leave above, SPSL leave must be coded as indicated below. The 80-hour cap includes any previously used COVID-19 related ATO.

Leave Code: **AT-SPSL** - **Must** indicate "SPSL" in the comments or will be rejected.

This leave only requires supervisor approval and does not need to be reported to HRB.

**NOTE: This leave benefit expires December 31, 2020.**

### **Contact**

For more information about these leave codes and leave options, please visit the [COVID-19 Leave Support Page](#) or contact COVID-19LeaveSupport@wildlife.ca.gov.

If you have any questions about the COVID-19 ATO process, please contact Barbara Feickert (Barbara.Feickert@wildlife.ca.gov).