

Human Resources Branch Memorandum

SUBJECT: COVID-19 Administrative Time Off	NUMBER: HRB 22-004
	DATE ISSUED: January 28, 2022
DISTRIBUTION: CDFW All Staff	EXPIRES: Until Superseded

Action Required
 Informational Only
 Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees of updates to the authorized use of Administrative Time Off (ATO) for COVID-19 related reasons. The updates include:

1. A positive COVID-19 rapid-antigen test no longer requires confirmation with a polymerase chain reaction (PCR) COVID-19 test. A positive rapid-antigen test is now treated as a true positive and ATO is no longer approved for employees to quarantine pending the results of a PCR test. The manager/supervisor must follow procedures for reporting a COVID-19 positive.
2. ATO due to a COVID-19 quarantine requires approval from the Human Resources Branch (HRB). Refer to the chart below for additional information.
3. ATO to receive a COVID-19 test as a result of receiving a close contact or outbreak exposure notice has been clarified and added to the chart below.

The following identifies the reasons ATO may be approved due to COVID-19:

Authorized Use of ATO Related to COVID-19			
Reason	Description	Request and Approval Process	How to Document a Timesheet
COVID-19 Vaccination and Booster Shots*	All CDFW employees are eligible if receiving a shot for themselves.** ATO under this section is limited to no more than two hours per occurrence.	Employees are to request ATO through their manager/supervisor. Managers/supervisors must ensure the employee meets the criteria for ATO before providing approval and ensure all approved ATO is documented on the timesheet accurately.	Use the leave code "AT" and enter "COVID vaccination" or "COVID booster" in the comments section.
Employee Receives a Close Contact/Outbreak Exposure Notice and Elects to Receive a COVID-19 Test	If an employee receives a close contact or outbreak notice as a result of a CDFW COVID-19 workplace exposure, and elects to receive a COVID-19 test, they will be provided up to two hours of ATO to complete the test during work time.	Employees are to request ATO through their manager/supervisor. Managers/supervisors must ensure the employee meets the criteria for ATO before providing approval and ensure all approved ATO is documented on the timesheet accurately.	Use the leave code "AT" and enter "COVID testing" in the comments section.

Authorized Use of ATO Related to COVID-19 (Continued)			
Reason	Description	Request and Approval Process	How to Document a Timesheet
Quarantine Due to COVID-19	<p>All of the following must apply:</p> <ol style="list-style-type: none"> 1. Unable to telework; and 2. Must quarantine consistent with the CDC, California Department of Public Health, California Department of Industrial Relations, and/or local county guidelines; and 3. Asymptomatic; and 4. Does not have a positive COVID-19 test result. <p>If at any time, the employee receives a positive COVID-19 test result and/or becomes symptomatic, they are not eligible for ATO and must use available leave credits.</p>	<p>Employee or their manager/supervisor is to submit the ATO request to the Branch Chief / Regional Manager.</p> <p>The Branch Chief / Regional Manager must submit an ATO request to HRB Assistant Branch Chief, Daniella Ruffin, at, Daniella.Ruffin@Wildlife.ca.gov.</p> <p>The request must include the reason for the ATO, the dates requested, and the number of hours requested for each day. Once approved, Ms. Ruffin will provide the requestor with an approval email and report it to the California Department of Human Resources (CalHR) as required.</p> <p>The employee's manager/supervisor must ensure the timesheet is completed accurately.</p>	<p>Use the leave code "AT-COVID19" and enter "Quarantine due to COVID-19" in the comments section.</p>
<p>*Employees who experience symptoms related to receiving a COVID-19 vaccination or booster shot, must use their available leave credits; this is not an authorized use of ATO. **At this time, the CalHR has not authorized the use of ATO to allow employees to take their dependents for COVID-19 vaccination or booster shots.</p>			

Authority

California Department of Human Resources (CalHR)

Eligibility

All CDFW employees

Contact

If you have any questions, please contact COVID-19@Wildlife.ca.gov.