

**FAQs – NTWL – STAFF AND FACULTY**

QUESTION	RESPONSE
<b>What is Non-Telecommuting Workers Leave (NTWL)?</b>	NTWL is a temporary CSU paid leave that provides additional paid leave of up to 304 hours for workers who are not assigned to work on site, who cannot work remotely based on their duties, and who have exhausted the hours available to them under COVID Temporary Paid Administrative Leave (CPAL).
<b>How many hours is NTWL?</b>	304 (38 days) for full-time employees Note: Less than full-time employees shall be prorated according to the percent of appointment. (Hours normally scheduled to work.)
<b>When is NTWL effective?</b>	May 1, 2020
<b>Does NTWL expire?</b>	Yes. NTWL expires on June 30, 2020 These hours can be used as early as May 1, 2020, and expire on June 30, 2020, or until such time the employee is required to return to work on a regular basis, whichever occurs first. Note, once the stay-at-home directives are lifted by the Governor and/or local government officials and employees are permitted to return to work on site, these hours expire and will no longer be available.
<b>Who is eligible for NTWL?</b>	(1) Employees who have an appointment with a timebase that would be eligible for benefits if their timebase (exempt or non-exempt) and duration of appointment qualify for standard benefits in the CSU Benefits Eligibility Administrative Guide, even if the employee does not currently subscribe to benefits through the CSU; and  (2) Employees who are unable to work remotely (either full-time, part-time, or intermittently) and on-site work is unavailable due to altered campus business operations; and  (3) Employees who have exhausted all leave available under CPAL.
<b>Who is NOT eligible for NTWL?</b>	(1) Hourly/intermittent (positive pay) employees (2) Non-benefits eligible Academic Students (Unit 11) employees (3) Non-represented Student Assistants (4) Special Consultants (5) Retired Annuitants (6) Auxiliary/Foundation employees (7) Temporary Faculty (e.g. summer session, extension, and/or intercession) with no Fall/Spring appointment
<b>When can an employee use NTWL?</b>	Employees may only use NTWL once CPAL is fully exhausted.
<b>What timeframe can an employee use NTWL?</b>	May 1, 2020 - June 30, 2020, once CPAL is fully exhausted.
<b>Under what circumstances can an employee use NTWL?</b>	Employees may only use NTWL once CPAL is fully exhausted, and: (1) the employee must be unable to work remotely (either full-time, part-time or intermittently) and onsite work is unavailable due to altered campus business operations. (2) Employees must have exhausted all leave available under CPAL
<b>Can an employee use NTWL to supplement my hours to bring me up to my regular appointment/timebase if I am working part-time or intermittently either on campus or remotely?</b>	Yes. NTWL does allow for intermittent use and may also be used to supplement part-time hours.
<b>If an employee still has CPAL leave available, can they use NTWL instead?</b>	No. Employees may only use NTWL once CPAL is fully exhausted.
<b>Does NTWL replace/supersede CPAL, FFCRA or TLP (65+/CMC)?</b>	No. This leave does not supersede leave provisions under CPAL, or leave provisions under the Families First Coronavirus Response Act (FFCRA), or the Temporary Leave Program (TLP) paid leave provisions announced by the Chancellor on March 17, 2020 providing leave for employees who have underlying chronic medical conditions and/or who are 65 years or older and who are unable to work remotely.
<b>Can an employee use NTWL if remote work is available but they are unable to work due to not having childcare?</b>	No. NTWL is only available to eligible employees who are not assigned to work on site, who cannot work remotely based on their duties, and who have exhausted the hours available to them under COVID Temporary Paid Administrative Leave (CPAL). Employees whose childcare has been impacted may be eligible for leave under FFCRA.

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<b>How will an employee be paid on NTWL?</b>	Employees on NTWL will be paid at their "regular rate of pay" as defined by FLSA. This includes pay the employee is receiving currently, which could include base pay, shift differential, stipends, allowances, etc.
<b>For eligible employees whose hours vary, how do are their NTWL hours calculated?</b>	If an employee's schedule varies from week to week to such an extent that the campus is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave, the campus will use the employee's average number of hours worked per week. If this calculation cannot be made because the employee has not been employed for at least six months, use the number of hours that the employee is expected to work. You may also contact Terryn Ashley for assistance in the calculation.
<b>How does an employee request NTWL?</b>	Employees must submit a leave request form to their appropriate administrator. The appropriate administrator and the employee must certify on the form that the need for leave is valid. Manager should send completed request form and calendar to assigned Generalist.
<b>How does an employee report NTWL?</b>	Employees will report leave usage in CMS self-service/time reporting (absence management). Employees must put 'NTWL' in the comments section when reporting time.
<b>What happens if an employee exhausts NTWL allowable time?</b>	Employees may explore available accrued time off (ie: vacation, personal holiday, sick leave). Employees may send questions to: leaves@csumb.edu, or their department's assigned Generalist. If employees do not know who their Generalist is, they may contact Cheree Carvalho at: ccarvalho@csumb.edu
<b>What happens if an employee does not use all their NTWL hours by June 30, 2020?</b>	All hours must be used by close of business on June 30, 2020, at which time the remaining unused allotted hours will expire.
<b>How do non-exempt employees use NTWL?</b>	Non-exempt employees under the Fair Labor Standards Act (FLSA) may use time in less than full day increments.
<b>If an employee has a question about leave eligibility, who should I talk to?</b>	Employees may send questions to: leaves@csumb.edu, or their department's assigned Generalist. If employees do not know who their Generalist is, they may contact Cheree Carvalho at: ccarvalho@csumb.edu