San José State University Research Foundation
COVID-19 Temporary Paid Administrative Leave Policy

Issued March 31, 2020

The purpose of this temporary policy is to, as much as possible, provide short-term compensation guidance for those employees paid from sponsored grants and contracts, whose ability to work has been compromised by the COVID-19 pandemic.

In accordance with the “stay at home” order issued by Governor Gavin Newsom March 19, 2020, all non-essential employees are required to comply with the Temporary Telecommuting Accommodation Policy and Employee Acknowledgement located on the SJSU Research Foundation Forms web page listed under Telecommuting.

The COVID-19 Temporary Paid Administrative Leave Policy is designed to be comparable to the California State University coded memorandum HR 2020-03 and in support of the SJSU Research Guidance Memorandum “Grant Research Salaries during COVID-19 Shelter-in-Place” dated March 30, 2020. However, as a private non-state entity and nonprofit auxiliary organization, the San José State University Research Foundation (SJSURF) operates within its organizational financial constraints, as well as applicable sponsor guidelines associated with federal, state, and private externally funded programs.

This temporary policy does not apply to benefited or non-benefited employees who work in the SJSURF Central Office. This policy does apply to Self-Support programs, assuming the availability of funds. Self-Support programs operate within their respective organizational financial constraints, and are allowed to use funds to pay project employees on administrative leave if the program is able to demonstrate that they have adequate funding.

Effective April 1, 2020 and until further notice, all sponsored program or project SJSURF benefit-eligible, part-time, hourly casual and student employees may be granted up to 128 hours of paid administrative leave, but only if, (1) they meet the criteria of any of the categories detailed below, based on the principal investigator (PI) and/or manager’s assessment, and (2) the paid administrative leave payment is pre-approved in writing by the respective sponsor. Note: For Self-Support programs, the PI must demonstrate availability of funding to cover the administrative leave payment. Upon request from the sponsored programs PI, SJSURF will submit (on the PI’s behalf) a written request to the sponsoring agency seeking approval to continue paying staff on the sponsored grant or contract for up to 128 hours. When written approval is received the PI will coordinate with the SJSURF Office of Sponsored Programs to authorize the administrative leave payment.

This paid administrative leave may be used for SJSURF employees who are unable to work (including remotely) due to one of the following circumstances:

a. Their own COVID-19 related illness or for a qualifying family member’s COVID-19 related illness.

b. COVID-19 related school or daycare closure requiring the employee to stay at home with a child or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.
c. They have been directed by their PI or manager, or their healthcare provider not to come to work for COVID-19 related reasons and it is not operationally feasible for the employee to work remotely.

Administrative leave is subject to the conditions listed below. **All hours:**

1. Must be used by December 31, 2020 or the end date of the individual employee assignment, whichever occurs first, after which any remaining balance will expire.

2. May be used either before or after the employee uses other available leave accruals at the request of the employee and with approval of the supervisor and PI/Program Director. We recommend that employees utilize sick leave first.

3. Will be prorated based on the full-time equivalency of the current appointment.

4. Are not payable upon termination of employment.

This temporary policy is applicable to all programs regardless of funding source (federal or non-federal). All leave will be charged directly to the source of funds of the employee’s current work assignment.

This policy will be re-evaluated regularly as the COVID-19 pandemic evolves and may be subject to change at any time.