

Human Resources Branch Memorandum

SUBJECT: COVID-19 Administrative Time Off	NUMBER: HRB 21-024
	DATE ISSUED: December 17, 2021
DISTRIBUTION: CDFW All Staff	EXPIRES: Until Superseded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 the authorized use of Administrative Time Off (ATO) for COVID-19 related reasons.

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 all approved ATO is documented on the timesheet accurately.	Use code "AT" and enter "COVID vaccination" or "COVID booster" in comments section.
Quarantine Due to COVID-19	<u>All</u> of the following must apply: <ol style="list-style-type: none"> 1. Unable to telework; and 2. Must quarantine consistent with the Center for Disease Control and Prevention (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>	Employee or their manager/supervisor is to submit the ATO request to the Branch Chief / Regional Manager. The Branch Chief / Regional Manager must report all approved ATO to the Assistant Branch Chief, Daniella Ruffin, at Daniella.Ruffin@wildlife.ca.gov , so that it can be reported to the California Department of Human Resources (CalHR) as required. The employee's manager/supervisor must ensure the timesheet is completed accurately.	Use code "AT-COVID19".

Authorized Use of ATO Related to COVID-19 (Continued)			
Reason	Description	Request and Approval Process	How to Document a Timesheet
Positive Rapid Antigen COVID-19 Test Result	<p>If an employee receives a positive COVID-19 Rapid Antigen test result, they must complete a COVID-19 polymerase chain reaction (PCR) test to confirm the positive test result.</p> <p>During this time, the employee cannot report to work and may telework. If they are unable to telework and are asymptomatic, they are eligible for ATO. Once the results of the PCR test have been received and/or the employee becomes symptomatic, the ATO ends immediately.</p> <p>If a positive PCR test result is received, the employee 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 report all approved ATO to the Assistant Branch Chief, Daniella Ruffin, at Daniella.Ruffin@wildlife.ca.gov, so that it can be reported to the CalHR as required.</p> <p>The employee's manager/supervisor must ensure the timesheet is completed accurately.</p>	Use code "AT-COVID19".
<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 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.