

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>COVID-19 Administrative Time Off - UPDATED</b>	<b>NUMBER:</b> <b>HRB 22-016</b>
	<b>DATE ISSUED:</b> <b>May 26, 2022</b>
<b>DISTRIBUTION:</b> <b>All CDFW Employees</b>	<b>EXPIRES:</b> <b>Until Superseded</b>

- 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.

**Authority**

California Department of Human Resources (CalHR)  
[California Department of Public Health \(CDPH\)](#)  
[CDFW COVID-19 Prevention Program \(CPP\)](#)

**COVID-19 Related Administrative Time Off**

Due to recent CDPH [updated guidelines](#), ATO due to a COVID-19 isolation/quarantine or outbreak/exposure notice is no longer authorized.

In accordance with CDPH guidelines and the [CDFW CPP](#), employees with COVID-19 symptoms are still required to stay home and follow the CDPH [updated guidelines](#) regarding isolation/quarantine, testing, and return to work protocols. If an employee is unable to telework during an isolation/quarantine period, they must use their available leave balances, report dock (unpaid) time, and/or may be eligible for Supplemental Paid Sick Leave (SPSL). SPSL expires on September 30, 2022. Detailed information on SPSL eligibility and the request process can be found in [HRB #22-008 2022 COVID-19 SPSL Memo](#).

At this time, the only authorized use of ATO for COVID-19 related reasons applicable to CDFW employees, is ATO for an employee to receive a COVID-19 vaccination or booster shot. The ATO request and approval process remains the same and is provided below:

Authorized Use of ATO Related to COVID-19			
Reason	Description	Request and Approval Process	How to Document a Timesheet
COVID-19 Vaccination and Booster Shot	All CDFW employees are eligible if receiving a shot <u>for themselves</u> .  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.

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. Eligible employees may also apply for SPSL as outlined in [HRB #22-008 2022 COVID-19 SPSL Memo](#).

**Contact**

If you have any questions, please contact [HRB-ATO@Wildlife.ca.gov](mailto:HRB-ATO@Wildlife.ca.gov).