

Exclusion Pay Request Form

	PAY PERIOD(s)	CBID	2. SFSUID (NO SSN)	Department Name
3. NAME (First and Last Name)				

Please enter the hours the you are requesting for Exclusion Pay

5. DATES OF ABSENCES (Enter the number of hours in date blocks).

Exclusion Pay	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL

Reason for the Permissible use for the Exclusion Pay:

- Exclusion Pay is pay continuation for employees who are able and available to work but are being excluded from work due to exposure to COVID-19 at the work site and must quarantine, as prescribed by the California Department of Public Health.
- Employees represented by CSUEU, Teamsters, and non-represented employees who are exposed at the work site and must quarantine, are eligible for Exclusion Pay immediately.
- All other employee groups must use employer provided sick leave benefits (COVID related or personal) first. Exclusion Pay would be afforded when sick leave is unavailable or exhausted.
- Where in exposure is unknown, employees may use employer provided sick leave benefits (COVID-19 related or personal). Exclusion Pay would be afforded when sick leave is unavailable or exhausted.

Please note Employees will not be eligible for Exclusion Pay if they:

- are able to telework during the required quarantine

-- were exposed outside of work

OR

-- are already receiving lost wages through workers' compensation

9. CERTIFICATE BY EMPLOYEE	EMPLOYEE SIGNATURE	DATE
To the best of my knowledge and belief, the facts stated are accurate and in full compliance with legal requirements.	▶	

<p>10. RECOMMENDATION AND SUBSTANTIATION OF ADMINISTRATOR</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">APPROVAL RECOMMENDED</td> <td style="width: 50%; border: none;">APPROVAL NOT RECOMMENDED</td> </tr> </table> <hr/> <p>PRINT ADMINISTRATOR NAME</p> <hr/> <p>SIGNATURE OF ADMINISTRATOR</p> <div style="text-align: right; margin-top: 20px;">DATE</div>	APPROVAL RECOMMENDED	APPROVAL NOT RECOMMENDED	<p style="text-align: center; margin-top: 20px;">Approved by HR Administrator</p> <p style="text-align: right; margin-top: 20px;">Date</p>
APPROVAL RECOMMENDED	APPROVAL NOT RECOMMENDED		