

# ATO

## CDCR revised guidance for COVID-19 related ATO

At the directive of CAPT’s Board of Directors, Atascadero Chapter Secretary Tessa Hannula has been hard at work holding CDCR responsible for the fair implementation of COVID-19 related Administrative Time Off, ensuring eligibility and accessibility to all affected staff. After the State of California moved to exempt Psych Techs from the expanded employee leave benefits created by the Families First Coronavirus Response Act, CAPT representatives immediately went to work pressuring the state to deliver an alternative extended paid leave benefit in the form of ATO for BU 18 employees. Since then, CDCR was the only department that reserved the right to determine ATO eligibility on a case-by-case basis, which made accessing leave benefits a logistical nightmare. Thanks to Tessa’s hard work and persistence, CDCR has supplied an ATO decision tree to help staff obtain and exercise their COVID-19 leave benefits during this public health crisis. The ATO Decision Tree is attached to this document, but here are the nuts and bolts:

### Employees Exempt from FFCRA

Psych Techs are eligible to receive up to 14 calendar days of ATO if they are unable to work or telework and are advised to self-quarantine/isolate by a local healthcare provider due to COVID-19. Employees who have tested positive for COVID-19 will be ordered to *self-isolate*, whereas employees who were exposed to COVID-19 may be ordered to *self-quarantine*. Employees solely identified as high risk do not qualify under these criteria. Employees must provide a note from their medical provider that includes the word “quarantine/isolate” to be eligible for ATO leave, and the doctor’s note should have an end date. Hiring authorities will consult with your Return-to-Work Coordinator for all requests that include a doctor’s note. All leave requests must follow existing local operating procedures.

**ISOLATION IF YOU ARE SICK**  
Separates sick people with a contagious disease from people who are not sick.

- You must stay away from others for at least 7 days after your symptoms started and until all your symptoms have gone away.

**7 DAYS**



**QUARANTINE IF EXPOSED**  
Separates people and restricts their movement if they were exposed to a contagious disease to see if they become sick.

- For people who are not sick, but may have been exposed (in close contact with someone) who is sick.
- You must stay away from others for 14 days to see if you get sick.

**14 DAYS**



**1**

\*You are ordered to quarantine/isolate due to COVID-19.

**2**

Is telework available? If not, move to step three.

**3**

You are entitled to receive up to 14 calendar days of ATO

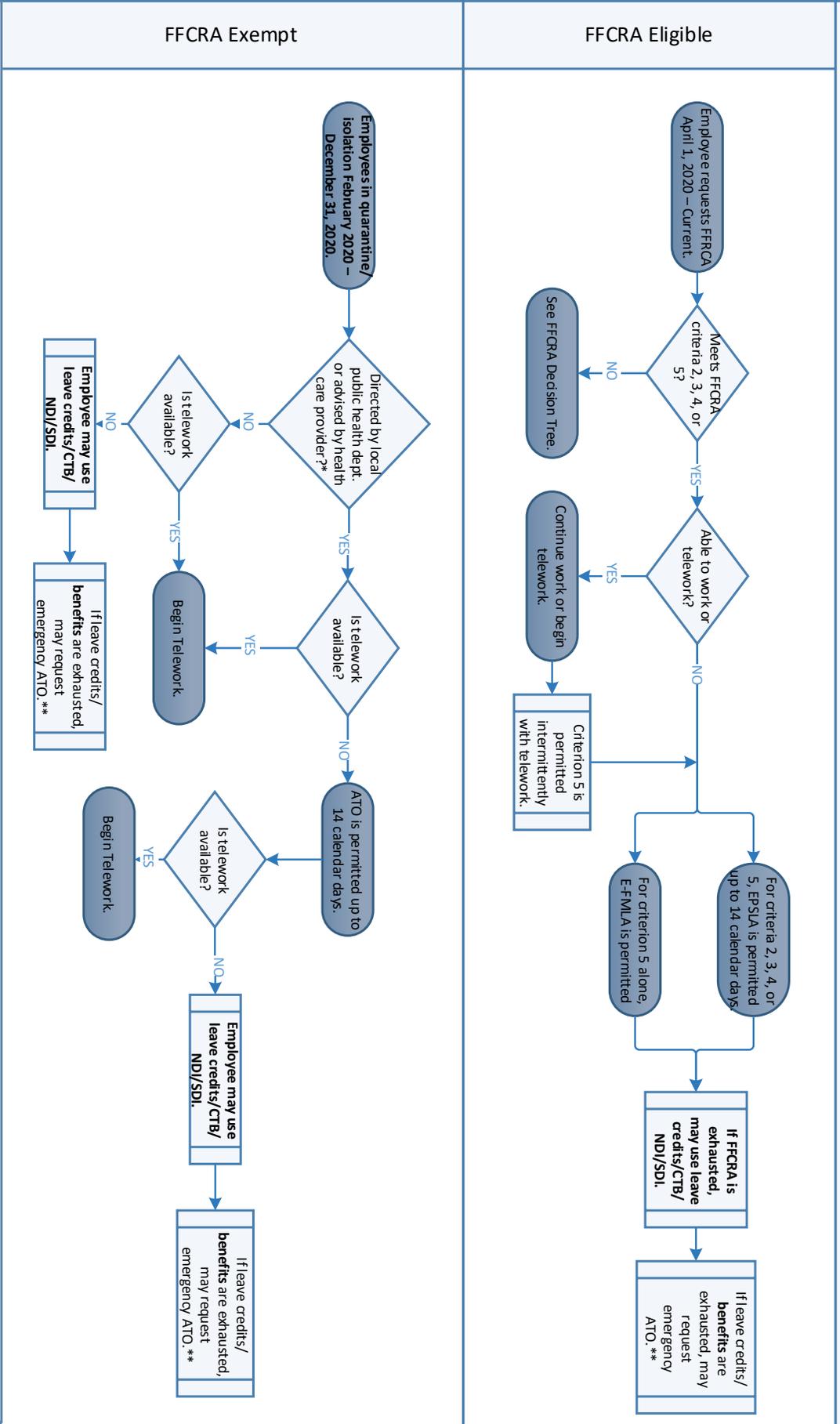
\*Feb. 2020 - Dec. 2020



For assistance or questions concerning your facility’s procedures, contact your local chapter. For all other ATO assistance, please contact Tessa Hannula at [tessa.fmla@yahoo.com](mailto:tessa.fmla@yahoo.com). Tessa, CAPT’s FLMA expert, has been instrumental as an advocate and navigator of our leave rights during this unprecedented pandemic.

# Administrative Time Off Decision Tree (Rev. 06/08/2020)

Hiring Authorities: Consult with your Return to Work Coordinator for all requests which include a doctor's note. Doctor's notes must include the word "quarantine/isolate" to be eligible.



\* Employees exempt from FFCRA are eligible to receive up to 14 calendar days of ATO if they are unable to work or telework and advised by a local health care provider to self-quarantine due to COVID-19.  
 \*\* Emergency ATO approval is delegated to Hiring Authorities; HR will audit approvals and determine appropriateness with Department policy. A catastrophic time bank should be established concurrently with emergency ATO.  
 Note: All leave requests must follow existing local operating procedures.  
 - A doctor's note should have an end date.  
 - Self-quarantine: Employees who may have been exposed to COVID-19. Employees who are solely identified as high-risk do not qualify under this criteria.  
 - Isolation: Employees who have tested positive for COVID-19 and ordered to self-isolate.