

September 22, 2005

**From:** Christine Delgado, Associate Director  
The Center for Human Resources

**Subject:** Hurricane Katrina Relief Efforts

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In light of the recent devastation caused by Hurricane Katrina, the CSU has recognized that some employees may need to take leave to assist with relief efforts or to tend to family illnesses/injuries. Effective immediately, CSU employees who are volunteers for a bona fide relief organization such as American Red Cross, Salvation Army, etc., and who are asked by that organization to go to the gulf area to assist in recovery efforts, may be provided up to ten (10) days paid administrative leave through June 30, 2006. Employees must provide a letter from the organization to verify the request of their services.

Employees called up by local, state or federal governmental agencies, such as the Office of Emergency Service or the Department of Forestry may also be provided up to ten (10) days of paid administrative leave through June 30, 2006. Employees must provide a letter from the organization to verify the request of their services.

The use of Family Medical Leave (FML) and sick leave has also been extended to respond to family illnesses/injuries as a result of Hurricane Katrina. Employees who are limited to using five (5) days of sick leave are now able to take ten (10) days. Additional sick leave may be taken upon mutual agreement between the employee and the appropriate administrator through June 30, 2006. Eligibility criteria for Family Medical Leave (FML) and sick leave usage differ and are in accordance with collective bargaining agreements. Please defer to our office should you have specific questions regarding eligibility.

On September 1, 2005, Governor Schwarzenegger implemented General Order Number 2005-01 ordering the California National Guard to activate any personnel or resources necessary to respond. This is also in effect through June 30, 2006. Eligible employees called to active duty are covered under the CSU military leave policy that includes salary for up to thirty (30) days and the "difference in pay" CSU salary supplement contingent upon appropriate orders and documentation.

Finally, the State Controller has provided an opportunity for employees to contribute to the state's "Hurricane Katrina Disaster Relief Campaign" via payroll deductions. Contributions may be made through December 2005. Donations can be directed to a variety of organizations as indicated on the deduction form. More information is available via the following websites:

Controller Westley's announcement

[http://www.sco.ca.gov/eo/pressbox/2005/09/pr\\_029\\_katrina\\_campaign.pdf](http://www.sco.ca.gov/eo/pressbox/2005/09/pr_029_katrina_campaign.pdf)

Charitable Deduction form

<http://www.sco.ca.gov/ppsd/dedinfo/whatnew/katrina.pdf>

If you have any questions regarding any of the above, please contact my office at ext. 40469.