THE CALIFORNIA STATE UNIVERSITY
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Date: November 17, 1999

To: Human Resources Directors
   Benefits Officers

From: Cathy Robinson, Senior Director
       Human Resources Administration

Subject: Revised Vacation Accumulation and Carry-Over for Executive Management (M98)

The Board of Trustees approved revision of Title 5, California Code of Regulations, Section 42909, Vacation Accumulation and Carry-Over for Executive Management (M 98) classifications at its May 11, 1999 meeting. The revised vacation policy for Executive Management employees:

- Increases the maximum vacation accumulation rate from 440 hours to 480 hours.
- Eliminates the provision that permits carry-over of more vacation credits than the prescribed maximum into the next calendar year.

Attached is a copy of the resolution approved by the Board of Trustees.

This revised vacation policy is in effect and Executive Management employees may carry-over up to 480 hours into the new calendar year (January 1, 2000).

If you have questions, please contact Pamela Chapin in Human Resources Administration at (562) 951-4414.

Distribution: All with Attachment

CSU Presidents
Vice Chancellor, Human Resources
Executive Vice Chancellor/CFO
Vice Presidents, Administration
Payroll Managers
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Vicki Korach – SCO/CLAS
COMMITTEE ON UNIVERSITY AND FACULTY PERSONNEL

Revision of Title 5, California Code of Regulations, Section 42909, Vacation Accumulation and Carry-Over (RUPP 05-99-02)

RESOLVED, By the Board of Trustees of The California State University, acting under the authority prescribed herein and pursuant to Section 89030.1 of the Education Code, that the board hereby amends its regulations in Section 42909, Article 4, Subchapter 7, Chapter 1, Division 5 of Title 5 of the California Code of Regulations as follows:

§42909. Accumulation and Carry-Over

(a) An employee may accumulate credit for vacation with pay for which vacation is not taken during the calendar year. On January 1st of any calendar year, an employee covered by Section 42902 shall not have a credit for vacation with pay of more than 384 hours; an employee covered by Section 42904 shall not have a credit of more than 272 working hours for 10 or less years of qualifying service or 384 working hours for more than 10 years of such service; a Management Personnel Plan employee shall not have a credit of more than 384 working hours for 10 or less years of qualifying service or 440 working hours for more than 10 years of such service; and a campus President, General Counsel, Vice Chancellor, or Chancellor shall not have a credit of more than 440 480 hours.

(b) Notwithstanding subsection (a) to the contrary, the president of a campus at which an employee is employed, or the Chancellor in the case of all other employees, may permit an employee to carry over more vacation credits than the prescribed maximum when the employee was prevented from taking enough vacation to reduce the credits because the employee (1) was required to work as a result of fire, flood or other similar emergency; (2) was prevented from taking vacation by work the president or the Chancellor, as the case may be, has determined to be of a priority or critical nature over an extended period of time; (3) was absent on full salary for compensable injury, or (4) was prevented by campus rule from taking vacation until December and at that time was unable to take vacation because of illness requiring use of sick leave. This subsection (b) shall not apply to vacation carry-over of a campus President, General Counsel, Vice Chancellor, and Chancellor.

When verification of past state service requires it, an employee’s accumulated credit for vacation with pay shall be adjusted. In such case, any additional credit which exceeds the maximum carry-over limitation shall be used within one year following the qualifying monthly pay period in which credited.