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HR/Benefits 2002-07

To: Human Resources Directors
Benefit Officers

From: Cathy Robinson
Senior Director 
Human Resources Administration

Subject: Maternity/Paternity/Adoption Leave Program Update - Unit 4 Employees

As the result of a settlement between CSU and The Academic Professionals of California (Unit 4), effective immediately, the Maternity/Paternity/Adoption Leave benefit, Article 20.14 of the Collective Bargaining Agreement, is to be interpreted as follows:

An employee shall be entitled to up to twenty (20) days of paid leave, to be taken within one year of the child's birth, adoption or foster care placement. These days do not have to be taken consecutively.

The other terms of the Article 20.14 remain unchanged. A revised Maternity/Paternity/Adoption Leave Program summary is attached.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This technical letter is also available on the Human Resources Administration's web site at <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/mh
Attachment

Distribution: All with Attachment

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Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents, Student Affairs

Payroll Managers
Director, SOSS
Employee Relations Designees

Paid Maternity/Paternity/Adoption Leave

The Maternity/Paternity/Adoption leave is a **paid** leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. This type of absence is not charged against the employee's leave credits, and the amount of paid days received is based on employee category.

Paid Maternity/Paternity/Adoption leave runs concurrently with any other related leaves for which the employee is eligible. The chart below is a reference that can be used to determine the amount of paid maternity/paternity/adoption leave an employee is entitled to under this program.

Employee Category	Number Of Eligible Paid Days	Timeframe Guidelines for the Paid Maternity/Paternity/Adoption Leave
Unit 1 (Physicians)	20 Days	Commences with the arrival of the employee's new child, and days run consecutively.
Units 2, 5, 7, 9 (CSEA)	20 Days	May be used to prepare for the arrival of the employee's new child, and the Mat/Pat Leave must be taken within one year of the child's arrival (not required to run consecutively).
Unit 3 (Faculty)	20 Days	Commences with the arrival of the employee's new child, and days run consecutively.
Unit 4 (Academic Support)	20 Days	Commences with the arrival of the employee's new child, and Mat/Pat Leave must be taken within one year of the child's arrival (not required to run consecutively).
Unit 6 (Skilled Trades)	<i>None</i>	<i>Not available to employees within this employee category.</i>
Unit 8 (Public Safety)	20 Days	Commences with the arrival of the employee's new child, and days run consecutively.
Unit 10 (IUOE)	<i>None</i>	<i>Not available to employees within this employee category.</i>
Confidential (C99)	20 Days	Commences with the arrival of the employee's new child, and days run consecutively.
Management Personnel Plan (MPP) (M80)	20 Days	Commences with the arrival of the employee's new child, and days run consecutively.
Executive (M98)	20 Days	Commences with the arrival of the employee's new child, and days run consecutively.
Excluded (E99, including TAs)	<i>None</i>	<i>Not available to employees within this employee category.</i>

References:
 Represented Employees - Appropriate C/B agreement
 C99, M80 – HR 99-09
 M98 – HR 99-10