

THE CALIFORNIA STATE UNIVERSITY
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Code: **TECHNICAL LETTER**
HR/Benefits 2006-09

To: Human Resources Directors
Benefits Officers

From: Gina Caywood 
Interim Senior Director
Human Resources Administration

Subject: **Benefit and Leave Programs Update – State University Police Association (Unit 8) Employees**

The California State University (CSU) reached a successor agreement with the State University Police Officer Association (Unit 8) effective July 18, 2006 through June 30, 2008. This Technical Letter provides updated benefit and leave program information.

Holiday Usage

Following are changes to how an employee takes holidays based upon the employee's schedule:

- Holidays on Scheduled Days Off – If an employee's regularly scheduled day off falls on the day the holiday is observed, the employee is entitled to holiday time off in an amount equal to his/her normal work day. This holiday time is not considered Compensating Time Off (CTO). This compensation at the amount equal to their normal work day may be in the form of cash (salary) or Holiday Credit, which shall be included with the one hundred (100) hours that may be accrued under Holiday Credit.
- Holiday on Scheduled Work Days – An employee who works on the day a holiday is officially observed shall receive his/her normal compensation for that day and shall also receive compensation at the overtime rate of one and one-half (1 ½) times his/her normal salary rate of pay for each hour actually worked. This compensation at the rate of one and one-half (1 ½) times his/her normal rate of pay for each hour actually worked may be in the form of cash (salary) or Holiday Credit.
- The method of payment for holiday compensation shall be determined by the Chief of Police, and it shall be made before the holiday is worked and/or observed when practicable. However, employees with at least one hundred (100) accrued hours of Holiday Credit may select in writing the method of payment for holiday compensation.

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- Employees with a balance in excess of one hundred hours (100) hours of Holiday Credit, that has been tracked as Holiday Credit, as of ratification of the Agreement may request payout of the excess hours in accordance with the Side Letter of Agreement on this subject.
- Holiday Credit shall be used or paid out within one (1) year of the Holiday Credit being earned.

Leaves of Absence with Pay

The following changes have been made to Article 22, Leaves of Absence with Pay:

- Significantly Close Person – Domestic Partner has been added to this definition
- Maternity/Paternity/Adoption Leave – Maternity/Paternity/Adoption Leave has been increased to thirty (30) eight-hour workdays (240 hours) which commences within sixty (60) days after the arrival of the new child. The 30 eight-hour days run consecutively. If the employee is on an alternate work schedule, the maximum entitlement is 240 hours, and the hours must be taken consecutively. This benefit is provided for the birth of the employee's child or placement of one or more children with the employee for the purpose of adoption or foster care. The maximum 30 eight-hour days (240 hour equivalent) is per calendar year.

A Technical Letter will be forthcoming to provide clarification on holiday compensation payout in consideration of HR/Salary 2005-29 and Unit 8's Side Letter of Agreement on Paying Employee's Subject to FLSA when Assigned to Alternate Work Week Schedules.

Questions regarding this Technical Letter may be directed 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>.

GC/pc