

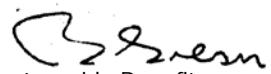
Date: March 27, 2009

Code: TECHNICAL LETTER  
HR/Leaves 2009-02

To: Human Resources Directors  
Benefits Officers  
Payroll Managers

Supersedes: HR/Leaves 2008-01

From: Evelyn Nazario   
Senior Director, Compensation  
Human Resources Administration

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Human Resources Administration

Subject: Leave Program Information – Update

Overview

**Audience:** Human Resources Directors, Benefits Officers, Payroll Managers, and/or designee(s) responsible for administering leave programs

**Action Item:** None (information only)

**Affected Employee Groups/Units:** All Employee Groups/Units

Summary

This technical letter provides information regarding the most current updates to leave programs, key leave policies, labor contract provisions and various rules and guidelines associated with CSU leave programs for campus guidance in administering leave programs. Campus Human Resources Directors, Benefits Officers, Payroll Managers, and/or designee(s) responsible for administering leave program information should review the remainder of this Technical Letter for further information.

Human Resources Administration is providing a comprehensive update of its California State University (CSU) employee leave programs technical letter which supersedes HR/Leaves 2008-01 and subsequent updates. This technical letter highlights key leave policies and guidelines referenced in Attachment A as well as employee leave programs summarized by employee group in the Leave Program Matrix (Attachment B) and the Leave Program Summary Information by Employee Category (Attachment C). With the exception of MPP Paid Administrative Leave, administrative leaves (e.g., fires, earthquakes), which will be determined on a case by case basis, will not be addressed in this memorandum. If any statements herein conflict with a Collective Bargaining Agreement (CBA), the CBA is controlling.

**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents (all campus vice presidents)  
Associate Vice Presidents/Deans of Faculty

Human Resources Directors  
Benefits Officers  
Payroll Managers  
Employee Relations Designees

The Leave Program Matrix (Attachment B) and the appropriate Leave Program Summary Information by Employee Category (Attachment C) have been updated and/or amended to reflect the following changes:

**MPP Paid Administrative Leave**

- Pursuant to Title 5, Section 42729, California Code of Regulations, Division 5, Chapter 1, Subchapter 7, Article 2.2, the Chancellor or campus President may grant or place a Management Personnel Plan (MPP) employee on paid administrative leave under either Section 42729(a) or 42729(b). Employees continue to earn leave credits (e.g. sick, vacation) while on paid administrative leave.

**Academic Professionals of California (Unit 4)**

- The Holiday, Compensatory Time Off provision language in the Leave Program Summary Information by Employee Category (Attachment C) has been revised to clarify the distinction of the provision between non-exempt and exempt employees.

**International Union of Operating Engineers (Unit 10)**

- The Holiday, Alternate Day Off (ADO) provision language was moved to the Holiday Time Off leave type in Attachment C.

**Attachment A** – Provides an overview of leave guidelines and practices generally applicable across all employee groups for the following:

- ✓ Academic Year Classifications
- ✓ Alternate Workweek Schedules
- ✓ Effect of Transfer on Vacation, Sick Leave and Other Hours
- ✓ Fair Labor Standards Act (FLSA)
- ✓ Holidays
- ✓ Hourly Intermittent Employment
- ✓ Multiple Concurrent Positions
- ✓ Part Time Employment
- ✓ Previous Auxiliary Organization Service
- ✓ Separation Considerations
- ✓ Sick Leave
- ✓ General Information On:
  - California Pregnancy Disability Leave
  - Concurrent Appointments
  - Crediting Leave
  - CSU Family Medical Leave
  - Education Code 89519 Maternity Leave
  - Jury Duty/Court Fees
  - Leaves of Absence and Temporary Appointments
  - Qualifying Pay Periods (Non-Academic Employees)
  - Rehired Annuitants
  - State Service Crediting
  - Trade Rate Employment

**Attachment B** – Leave Program Matrix

**Attachment C** – Leave Program Summary Information by Employee Group

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

EN/BG/vk  
Attachments