

# SUPERCEDED BY HR/Leaves 2012-01



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Date: August 24, 2010 Code: TECHNICAL LETTER  
HR/Leaves 2010-02

To: Human Resources Directors Supersedes: HR/Leaves 2009-02  
Benefits Officers  
Payroll Managers

From: Evelyn Nazario   
Assistant Vice Chancellor  
Human Resources Management

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 updated information about 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 Management is providing a comprehensive update of its California State University (CSU) employee leave programs technical letter which supersedes [HR/Leaves 2009-02](#) 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., for fires or earthquakes), which are 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  
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:**

## **State Employees Trades Council (Unit 6)**

- Parental Leave replaced provisions formerly referenced as Maternity/Paternity/Adoption Leave. The new Parental Leave language includes the following:
  - Leave to care for a newborn child or for the adoption or foster care placement of a child up to his/her sixth (6<sup>th</sup>) birthday in the employee's home
  - Leave up to thirty (30) workdays per calendar year with pay, commencing within sixty (60) days of the birth of the child or placement due to adoption or foster care
  - Leave is typically taken in daily increments and consecutively, unless mutually-agreed otherwise by the employee and the appropriate administrator
  - Leave shall be concluded within one (1) year of the birth of the child or within one (1) year of placement due to adoption or foster care
- Adoption/Foster Care for Children Age 6 to 18 is a new leave. The leave provides:
  - Five (5) days of paid time for the purpose of handling issues related to the placement with the employee of an adopted or foster child, who is six (6) to eighteen (18) years of age. The leave must be taken within one (1) year from the date of the placement of a child with an employee and shall be taken in full day increments.

Refer to [HR/Benefits 2009-15](#) or Article 18 of the Collective Bargaining Agreement for additional information.

## **Statewide University Police Association (Unit 8)**

- The Funeral Leave language has been amended as a result of the elimination of the term "Significantly Close Person" from the new Agreement; the term is replaced with "Immediate Family Member." Refer to [HR/Benefits 2010-02](#) for the definition of an "Immediate Family Member" or Article 22 of the CBA.
- The Catastrophic Leave Donations and Catastrophic Leave – Family Care maximums have been increased to forty (40) hours of leave credits per fiscal year. Refer to Article 22 of the CBA.
- Family and Medical Leave and Pregnancy Disability Leave provisions have been shifted from Article 23 (Leaves of Absence Without Pay) to Article 28. For additional information, refer to Article 28 of the new Collective Bargaining Agreement.
- The Holiday Credit provision in Attachment C has been expanded to include language pertaining to employees with Holiday Credit in excess of one hundred (100) grandfathered hours. Refer to [HR/Salary 2010-01](#) or Article 19 of the CBA for complete details.

## **San Francisco State University Head Start Program Employees (Unit 12)**

- Bereavement Leave (formerly titled Funeral Leave) has been increased from two (2) to three (3) days leave with pay for each death of an immediate family member, and the five hundred (500) mile travel requirement has been eliminated. Upon request, bereavement may be supplemented with an employee's personal leave credits.
- The Sick Leave Usage – Family Care provision language in Attachment C has been updated to reflect an increase to ten (10) additional days of accrued sick leave credit an administrator may authorize for family emergency care during one (1) calendar year.
- The definition of "immediate family" was revised to include domestic partner.

Refer to [HR/Benefits 2009-06](#) or Article 14 of the Collective Bargaining Agreement for additional information.

## **Family Care/Medical Leave (FML) and Pregnancy Disability Leave**

The coded memo references were updated in Attachment C.

## **Maternity Leave per Education Code Section 89519**

Employees appointed to MPP or Executive positions do not gain permanent status or tenure and are therefore ineligible for Maternity Leave pursuant to Education Code Section 89519. As a result, the language in Attachment C has been modified accordingly.

**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 Human Resources Management at (562)951-4411. This technical letter is also available on Human Resources Management's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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Attachments

## Academic Year Classifications

**Academic Calendars:** Academic calendars are established pursuant to Title 5, Section 42800. The academic calendar and pay period certification process establishes campus academic pay periods for the year. The academic calendar identifies campus academic workdays and holidays.

**Holidays:** Unless otherwise designated as an academic holiday, academic work days are any Monday through Friday occurring between the beginnings and ending of the academic year. When determining the number of academic workdays for pay period purposes, academic holidays are excluded; however, such exclusion does not impact compensation. Holidays for academic year classifications are designated in the campus academic year calendars. The following employee categories have academic year classifications:

- Academic Professionals of California (APC – Unit 4)
- California Faculty Association (CFA - Unit 3)
- California State University Employees' Union (CSUEU Unit 2 only)
- Academic Student Employees (UAW – Unit 11)
- Management Personnel Plan Employees (MPP)

**Qualifying Pay Period:** A pay period is qualifying when the number of academic days worked is equal to or greater than one-half (1/2) the number of academic work days in the respective pay period.

**Sick Leave:** Sick leave for faculty is charged for each academic work day of absence due to illness, whether or not the faculty member was required to meet a class obligation or had arranged to have class time covered by another faculty member (Unit 3, Article 24). Sick leave is charged for each day the faculty member is not available to work due to an absence chargeable to sick leave, regardless of whether or not the faculty member has class assignments or office hours. Full time equals eight (8) hours, or if less than full time, prorata, based upon time base. For information pertinent to sick leave accrual and usage during state-supported summer term for extra pay, refer to Technical Letter HR/Benefits 2004-18 and subsequent updates.

**Vacation:** Employees who serve in academic year classifications, including employees in cruise appointments, do not accrue vacation credits. A vacation period for faculty includes time periods between academic terms and time periods from the end of one academic year to the beginning of the next, when all continuing academic year faculty members are on vacation status, except for those scheduled to teach in summer term or for those on duty by other special arrangement. For faculty members taking a quarter off in exchange for summer quarter teaching, the period extends from the end of the quarter preceding the quarter taken off to the beginning of the quarter succeeding the quarter taken off.

**Note:** Leave programs for Sabbatical, Difference in Pay, Special Leave, Research and Creative Activity will not be addressed in this document. Refer to the collective bargaining agreement (CBA) for leave program criteria and CSU PIMS Manual for leave processing information.

## Alternate Workweek Schedules

**Holidays:** Eligible employees on alternate work schedules (e.g., 4/10, 3/12, 9/80) are granted the same number of paid holidays in a year as employees on standard work schedules (e.g., 5/40), regardless of work shifts or specific days assigned in an employee's work schedule. Most CBAs and CSU policy provide that the number of paid hours for the holiday observance is typically equal to the employee's normal workday. APC-Unit 4's CBA provides a maximum eight (8) hour holiday observance, in which case, non-exempt employees on alternate workweek

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schedules can supplement with appropriate leave credits to attain the number of hours for the full day holiday observance based upon their respective work schedule.

**Leave Accrual versus Usage:** Leave accruals are based upon time base, and leave usage typically is based upon the employee's regular work schedule. For example, full time employees on alternate work schedules such as the 9/80, 4/10 or 3/12 all accrue sick leave at eight (8) hours per qualifying monthly pay period; however, sick leave usage for a full day would be based upon their respective 9, 10, or 12-hour workday, as appropriate. In the case of hourly intermittent employment, leave accruals and usage are based on the number of hours worked in a given pay period, not a schedule. Refer to HR 2003-28 for additional information on alternate workweek schedules.

<b>Effect of Transfer on Vacation, Sick Leave and Other Hours</b>
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When an employee is accepting or coming from a position in a California State Agency<sup>1</sup>, the University of California, another CSU campus, or the Chancellor's Office, the effect on the employee's vacation, sick leave and other leave balances may be determined by the following table. "Other hours" may include annual leave, compensatory time off (CTO), residual "holiday credit" and other appropriate leave balances incurred during the course of employment:

If the position is to or from:			
Another California State Agency:	<b>Vacation Accumulation</b>	<b>Sick Leave Accumulation</b>	<b>Other Hours Accumulation</b>
a. If credits are earned and used the same as the CSU and the employee has up to six years of service.....	All or a portion thereof may be transferred to the appointing authority of the new position.	Is transferred to the appointing authority of the new position.	Must be liquidated by the former appointing authority.
b. If credits are earned and used differently from CSU or the employee has more than six years of service.....	Is paid by lump sum.	Remains to the employee's credit in position from which separated.	Must be liquidated by the former appointing authority.
The University of California:	Is paid by lump sum.	Remains to the employee's credit in position from which separated.	Must be liquidated by the former appointing authority.
The Chancellor's Office or another CSU campus:	All or a portion thereof may be transferred to the appointing authority of the new position.	Is transferred to the appointing authority of the new position.	Must be liquidated by the former appointing authority.
<b>UNLESS:</b>	<b>Vacation Accumulation</b>	<b>Sick Leave Accumulation</b>	<b>Other Hours Accumulation</b>
a. Appointment is to an academic year position or other position which is not eligible to accrue <u>vacation</u> , in which case.....	Is paid by lump sum.		
b. Appointment is to a position which is not eligible to accrue or use <u>sick leave</u> , in which case....		Remains to employee's credit in position from which separated.	

<sup>1</sup> California State Agency employment refers to state civil service employment paid through the State Controller's Office. This provision does not include previous employment with a California county or city employer even if the employer contracts with CalPERS for medical or retirement coverage.

Please note: For the purposes of converting sick leave hours into service credit at the time of retirement, CalPERS will only accept sick leave from the agency from which the employee actually retires. As a result, any sick leave credits that remain to the employee's credit in a prior position at another state agency are forfeited.

**Vacation Accumulation Rates:** CSU honors qualifying service credited under civil service rules for state agencies paid through the State Controller's Office and all qualifying service credited under University of California employment for purposes of establishing an employee's vacation accumulation rate (if applicable) upon hire to the CSU.

## The Fair Labor Standards Act (FLSA)

### **Compensatory Time Off (CTO):**

- **Maximums:** CTO provisions are specific to employees designated as "non-exempt" pursuant to the Fair Labor Standards Act (FLSA). CTO hours are subject to maximum accruals which can vary by job type. CTO maximum accruals are set by the FLSA; however, CSU policy and CBAs can set lower CTO accrual maximums. Some CBAs designate timeframes for which CTO hours in excess of the prescribed maximum must be paid. Note that in accordance with the FLSA, overtime compensation must be paid in cash when an employee's CTO maximum exceeds 480 hours in the case of public safety (Unit 8) personnel, or 240 hours for all other job types.

- **Part-time Employment:** Pursuant to HR/SA 2000-07, an employee assigned to a nonexempt position with a time base less than full time earns overtime or CTO in lieu of overtime only when hours worked exceed the 40 or 80 hour work week schedule as defined by CSU policy or the CBA.

**CSU Policy for "Exempt" Employees:** FLSA and CSU policy provides that currently exempt employees who have absences of less than a full day should receive a full day's salary and should neither have salary docked nor leave charged. (Note: FMLA leave is an exception.) For exempt employees in less than full time positions, the number of hours to apportion to a "full day" for purposes of leave crediting or usage would be on a pro rata basis (e.g., a time base of .75 = 6 hours of sick leave accrual per month instead of 8). Exempt employees meeting the FLSA's exemption tests do not earn overtime, either as cash or CTO.

**Holiday Work Compensation (H/CTO) - Exempt Employees:** Pursuant to FLSA and CSU policy, exempt employees are expected to accomplish assigned work without regard to the number of hours worked. If exempt employees need to work extra hours in the business day or week, they do not receive overtime or CTO. However, there are exceptions to this policy as provided by CBA, whereby holiday work compensation is premium compensation provided to exempt employees who work on the day a holiday is officially observed. These provisions apply to the following CBAs:

- **CSUEU Units 2, 5, 7 and 9 (Article 14):** Employees not eligible for overtime as listed in Appendix C (Section I, Article C) of the CBA shall receive time off earned at the straight time rate.
- **Faculty Unit 3 (Article 33):** A faculty unit employee who is authorized to work and works on the day a holiday is observed is entitled to a maximum of eight (8) hours holiday compensating time off (CTO).
- **Physicians Unit 1 (Article 21):** An employee who works on a holiday shall receive eight (8) hours holiday credit on a straight time basis, pro rata for part time employees.
- **Academic Professionals Unit 4 (Article 25):** Employees not eligible for overtime as listed in Appendix C of the CBA shall receive time off earned at the straight time rate.

**Holiday Work Compensation (H/CTO) - Non-Exempt Employees:** CSU policy and the CBAs provide for premium compensation when a non-exempt employee works on the day a holiday is officially observed. Generally, the employee is compensated at his/her overtime rate on an hour-for-hour basis for all hours worked on the holiday. The

premium payment may be paid in cash, banked as Holiday Work Compensation, or CTO, as appropriate to CSU Policy or the respective CBA.

**Overtime and Paid Time Off:** The CSU complies with federal overtime regulations as required by the FLSA; CSU is exempt from State of California overtime regulations. As a result, overtime is paid for hours worked in excess of forty (40) hours in a one week work period or eighty (80) hours in a two-week work period. CSU policy and CBAs provide that paid holiday, sick leave, vacation and compensatory time off (CTO) are counted as time worked for the purpose of calculating overtime. Examples:

- **CSUEU's Article 19** provides that paid holiday, sick leave and vacation time shall be counted as time worked for purposes of the Overtime Compensation article. Overtime is defined as authorized time worked in excess of forty (40) hours in a seven (7) consecutive twenty-four (24) hour period; or for those on a 3/12 work schedule, time worked in excess of eighty (80) hours within a fourteen (14) day schedule. If an employee assigned to a 4/10 workweek schedule used vacation for the first two days in the workweek and worked the remaining two days but was required to work an additional day, all hours worked on that additional day would be paid at the employee's overtime rate.
- **The State University Police Association's (SUPA Unit 8) Article 13** provides that paid holiday, sick leave, vacation and compensatory time off shall be counted as time worked for purposes of the Hours of Work, Overtime and Scheduling article. In this instance, overtime must be paid for all hours worked or supplemented with appropriate leave/CTO credits in excess of forty (40) for employees designated on a one-week work period; or eighty (80) for employees designated on a two-week work period.
- **Non-represented Employees:** Paid holiday, sick leave, vacation and compensatory time off shall be counted as time worked for the purpose of calculating overtime. In this instance, overtime must be paid for all hours worked or hours charged to appropriate leave/CTO credits in excess of forty (40) for employees on one-week work schedules; or eighty (80) for employees on two-week work schedules.

## Holidays

**Holiday Credit (Grandfathered Balances):** Prior CSU policy and CBAs provided "Holiday Credit" (HC) to non-represented and represented employee categories, (including exempt and non-exempt classifications) and have been superseded by more recent language. Employees affected by the old provisions have carried forward the old "HC" balances on their leave balance accounts, which typically have been payable only upon termination of employment. More recently, and pursuant to HR 2003-28, affected non-exempt employees may use HC balances to offset deficit hours. If mutually agreed by the employee and employer, FLSA exempt employees with HC balances may be allowed to use HC balances as authorized by appropriate campus administration.

### **Personal Holidays:**

- An employee who is separated and reappointed during the same calendar year at the same or different campus or agency shall not receive additional Personal Holiday credits (FSR 84-21).
- An academic year employee shall not be eligible to have the Personal Holiday included in final settlement pay, unless the employee is separated prior to the completion of an academic year term, in which case one additional academic work day shall be credited the employee on the separation document.
- If an employee other than an academic year employee separates prior to taking the Personal Holiday, the employee is entitled to a lump sum payment for the amounts of personal holiday credit to which the employee is entitled on the effective date of separation. If extension of the lump-sum payment extends into the following calendar year, a separating employee is entitled to receive Personal Holiday credit for the new calendar year.

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## Hourly Intermittent Employment

Clarification on the rules for crediting state service and leave accrual benefits for eligible hourly intermittent employees is discussed in Technical Letter HR/Leaves 2002-01.

## Multiple Concurrent Positions

Campuses maintain responsibility for appropriately administering and authorizing time off for earned leave for their respective employees and for authorizing how earned leave is used for their employees within the parameters/scope of CSU policy and CBAs.

**Accrual Maximums:** Employees in multiple concurrent positions cannot accrue leave beyond a full time equivalency.

**Holidays:** Employees in multiple concurrent positions are entitled to holidays on a pro rata basis, based upon their time base fraction, not to exceed a full time equivalency.

**Hourly Employees in Multiple Concurrent Positions:** Information pertinent to leave accrual and state service crediting for hourly employees in multiple concurrent positions is addressed in Technical Letter HR/Leaves 2002-01.

**Employees in Multiple Concurrent Positions Within the CSU Where One Position Has a Time Base and the Other Position is Hourly Intermittent:**

- If one of the employee's multiple positions has a time base of half-time or greater, a full state service credit is applied when the pay period is qualifying. In this instance, the hourly position's accumulated hours are not applicable for state service crediting because a full time credit has been attained in the half-time time base position.
- If one of the employee's multiple positions has a time base of less than half-time, a state service credit cannot be attained until a month of full-time service is accumulated. The leave rule requirement to attain 160 hours of qualifying service still applies for the hourly position. For the time base position, as noted under state service crediting, part-time qualifying service at a rate of less than one-half time shall be accumulated until it is equal to one month of full-time service. In this instance, a state service credit can be attained when one of the leave rules applicable to the respective time base or hourly intermittent position is satisfied, whichever occurs first.
- It is important to note that in the hourly position, the 160 hours of qualifying service rule cannot be decimated, even if the other position has a time base. Specifically, a campus shall not apply a full leave credit (e.g., for vacation or sick leave) if the employee has a half-time time base position, and has accumulated eighty (80) hours of time in the hourly position. When the 160 hours of qualifying service is attained in the hourly position, a leave credit may be applied in the hourly position pro rata, not to exceed a full-time equivalency. The accumulated number of hours that exceed 160 may be carried forward towards the next credit.

In the following example, both positions qualify for vacation accrual, the employee earns 6.67 hours per month of vacation in each position and works forty (40) hours per pay period in Position "B," the hourly position:

Earns/Accrues	Month 1-3	Month 4	Month 5-7	Month 8
Position A = .5 FTE	.5	.5	.5	.5
State Service Credit	1 x 3 = 3	3 + 1 = 4	4 + 3 = 7	7 + 1 = 8
Position A – Vacation	3.34 x 3 = 10	10 + 3.34 = 13.34	13.34 + 10 = 23.34	23.34 + 3.34 = 26.68
Position A – Sick Leave	4 x 3 = 12	12 + 4 = 16	16 + 12 = 28	28 + 4 = 32
Position B = 40 hrs/mo	40 x 3 = 120	120 + 40 = 160	40 x 3 = 120	120 + 40 = 160
State Service Credit	n/a	n/a	n/a	n/a
Position B – Vacation	n/a	3.34	n/a	3.34 + 3.34 = 6.67

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Position B – Sick Leave	n/a	4	n/a	4 + 4 = 8
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As noted by the example above, it can be complex to determine leave accruals in this specific instance. Campuses should review their appointment practices to determine whether assigning a time base to an hourly appointment is an appropriate/feasible alternative if such appointment requires a consistent number of hours worked each pay period.

**Personal Holidays:** An employee holding concurrent multiple positions is eligible to receive one (1) personal holiday (up to a full-time equivalency) in any one calendar year. The full-time equivalency may be eight (8) hours, or the number of hours in the employee's regularly scheduled workday, as appropriate.

**Transferability of Leave Credits:** When an employee separates from one of the multiple concurrent positions, leave credits could be carried forward into the remaining position if the leave is appropriate to credit in the remaining position. In the case of vacation or CTO, if the remaining position is not appropriate for that type of credit (e.g., vacation not appropriate to academic year or CTO not appropriate to FLSA exempt), the credits must be paid out upon separation of the appointment.

### **Vacation:**

- Unless otherwise superseded by the respective CBA, pursuant to Title 5, Section 42906, an employee holding a CSU position in addition to other CSU full-time employment shall not receive credit for vacation with pay for service in the additional position. When an employee holds two or more less than full-time positions, the time worked in each position shall be combined for purposes of computing credits for vacation with pay, but such credits shall not exceed full-time employment credit.
- An employee in multiple positions that earn vacation credit at the same rate shall have the positions combined in order to compute vacation credit.
- If an employee holds multiple positions that earn vacation credit at different rates, the computation for vacation credit must be made for each position separately. If the combined multiple positions exceed full-time, vacation credit should first be credited for the position with the higher vacation accumulation rate. Then, vacation credit should be credited for that portion of the other position, not to exceed a fulltime equivalency.
- If an employee holds multiple positions, any of which do not earn vacation credit, the positions shall not be combined for purposes of computing vacation credit.

## Part-Time Employment

Part-time employees earn leave credits and are entitled to holidays on a pro rata basis, based upon their time base fraction as specified in CBAs and CSU policy.

**Holidays:** If a holiday is observed on a non-workday, the employee remains entitled to the holiday observance if he/she is on pay status on the day the holiday is officially observed. The number of paid hours for the holiday observance is typically equal to the employee's normal workday. If an employee's part-time schedule has varying hours for different days within the workweek period, campuses may consider temporarily reverting the work schedule to an equal number of work hours each workday over the workweek period of the holiday observance, as permitted by CSU policy or CBA. This will allow for the holiday observance (or credit for future time off, as appropriate) in an amount equal to the proportion that the employee's time base bears to full-time.

### **Vacation – Non-represented Employees:** (Pursuant to Title 5, Section 42904[b]):

- Credit for Less Than Full-Time Employment - Part-time Employees One-Half Time or More: On the first day of the monthly pay period following completion of each qualifying monthly pay period of service, an employee rendering part-time service at one-half time or more shall receive as credit for vacation with pay the fractional

part of the (appropriate) vacation allowance equal to the fraction his or her service is to full-time service except that fractions of credit hours which do not equal one third (1/3) of an hour shall be adjusted to the next higher one-third hour.

- **Part-time Employees Less Than One Half-Time:** On the first day of the monthly pay period following completion of one qualifying monthly pay period of service, an employee rendering part-time service at less than one-half time shall receive as credit for vacation with pay the fractional part of the vacation allowance specified in the vacation allowance equal to the fraction his or her service is to full-time service except that fractions of credit hours which do not equal one third of an hour shall be adjusted to the next higher one-third hour. Thereafter, on the first day of the monthly pay period following accumulated qualifying service equal to one complete monthly pay period of full time service, the employee shall receive credit for vacation with pay as specified in the appropriate vacation allowance.

**Vacation Maximums and Part-Time Employment:** Vacation maximums established by CSU policy and CBAs are not to be prorated. The established maximums remain applicable to individuals in less than full-time employment assignments.

## Previous Auxiliary Organization Service

**Sick Leave Pursuant to Education Code Section 89524:** "An employee who, immediately prior to becoming an employee (of the CSU) was an employee of an auxiliary organization as provided in Section 89900, and whose functions and employment were, subsequent to January 1, 1969, transferred to and assumed by a state university or college, shall be entitled to retain accumulated sick leave, and to accumulate sick leave credit as if his or her employment by the auxiliary organization had been employment by a state university or college."

**Vacation Pursuant to Education Code Section 89523:** "An employee who, immediately prior to becoming an employee (of the CSU) was an employee of an auxiliary organization as provided in Section 89900, and whose functions and employment were, subsequent to January 1, 1969, transferred to and assumed by a state university or college, shall be entitled to accumulate credit for vacation at the rate to which he or she would have been entitled if his or her employment by the auxiliary organization had been employment by a state university or college." In both instances, if the provisions are in conflict with the provisions of a (CBA), the CBA shall be controlling without further legislative action, except that if the provisions of the CBA require the expenditure of funds, the provisions shall not become effective unless approved by the Legislature in the annual Budget Act.

## Separation Considerations

- **Payment Upon Separation:** If an employee separates from CSU employment, the appropriate leave credits associated with that position must be paid out based upon the salary rate in effect for that position as of the date of separation.
- **Lump-Sum Payments:** An employee is entitled to a lump-sum payment at the time of separation for unused or accumulated vacation or "extra hours" ("extra hours" include CTO, Holiday Credit and Excess hours).
- **Vacation Forfeiture Exceptions:** Notwithstanding the authority of the President or Chancellor to determine when vacation shall be taken, Title 5, Section 42910, allows employees in the final year of employment prior to service retirement under CalPERS or California State Teachers' Retirement System (CalSTRS), to elect not to take vacation carried over from prior years, and instead receive a lump sum payment as of the date of separation. As a result, an employee's vacation balance in excess of the maximum for his/her respective employee group may be carried forward into the final year of employment without being forfeited.
- **Leave Credit Projections:** Education Code Section 89504 makes a distinction about separations with or without fault and the impact on the treatment of lump sum payments and the projection of leave credits:

- ⇒ Separation Without Fault: Both accrued vacation and CTO hours shall be computed by projecting the accumulated time on a calendar basis so that the employee will receive a lump sum payment equal to what would have been paid had the employee taken the time off and not separated. The employee is entitled to receive credit for any holiday falling within such period and also is entitled to receive additional vacation credits if the projection includes additional qualifying pay period(s). Additional credits for holiday or vacation shall be included in the accrued balance when submitted to the State Controller's Office for payment.
- ⇒ Separation With Fault: Employees separated from service through fault of their own (e.g., disciplinary separation or resignation in lieu of disciplinary action), are entitled to a lump-sum payment for accumulated vacation credits and excess hours; however, the computation of this sum shall be based upon actual accumulated time without projection. Education Code Section 89504(e) requires that the CBA shall be controlling without further legislative action, except that if the provisions of the CBA require the expenditure of funds, the provisions shall not become effective unless approved by the Legislature in the annual Budget Act. As such, it is deemed appropriate not to project lump sum credits upon separation when the separation is with fault.
- **Restoration of Credits Following Separation:**
  - ⇒ If an employee returns to employment at the same campus and in the same classification within fifteen (15) working days of the date of resignation, as mutually agreed by the employee and employer, the lump-sum vacation payment may be refunded and all credits restored.

## Sick Leave

**Accrual:** For each qualifying pay period of paid employment, including holidays, vacation periods and CTO, each eligible full time, part-time or hourly employee accrues credit for paid sick leave up to eight (8) hours based upon a full time equivalency. Accrued sick leave may be carried forward from year to year, and there is no limit to the amount that may be accrued. Accrued sick leave upon retirement from CSU employment may be used to receive additional service credit under CalPERS, in accordance with CalPERS guidelines.

### **Restoration of Credit:**

- An employee who returns to any State employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick-leave balance at the time of separation from the previous position. However, if the employee has been appointed to a classification in which sick leave is not earned, the previously earned sick-leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
- An employee who is reappointed following a leave without pay, such as military leave, maternity leave, or educational leave, or for any other purpose approved by the appointing authority, will have any sick-leave balance restored and is eligible to earn or use sick leave credits.
- Pursuant to the CBA, upon request, a faculty unit employee returning to CSU employment within ten (10) months following the date of separation shall be credited by the campus with his/her sick leave balance at the time of separation from previous CSU employment. This provision shall not apply if the employee is appointed to a classification in which sick leave is not accrued.
- For information regarding sick leave restoration following layoff, refer to the respective CBA for represented employees, and as appropriate, CSU policy (refer to FSA 78-78) for non-represented employees.

**Separations:** Sick leave shall not be credited for any period following the effective date of separation, and no sick leave credit is earned for the period of time covered by a settlement or lump-sum vacation/extra hours pay.

## General Information

**California Pregnancy Disability Leave (CPDL):** Female employees are provided with up to four (4) months of leave if the employee is disabled due to pregnancy. This is a separate entitlement from the CSU Family Medical Leave (CSU FML) and is exhausted prior to employee placement on CSU FML.

**Concurrent Appointments:** To preclude conflicting employment appointments (which could impact leave accounting and retirement reporting), a concurring appointing power signature is required when an employee is appointed to a concurrent (additional) position at a different campus, in the Chancellor's Office, or in another State agency, or when an employee of another State agency accepts a concurrent appointment with the CSU. Each appointing power must certify that regardless of the time base, there is no conflict between the two (or more) work schedules. Refer to the CSU PIMS Manual, Transaction Overview section, for additional information.

**Crediting Leave:** Upon completion of a qualifying monthly pay period, vacation and sick leave are credited on the first day of the following monthly pay period. Such leave cannot be used prior to being credited.

**CSU Family Medical Leave (CSU FML):** The twelve (12) week CSU Family Medical Leave incorporates both the Federal FML and California Family Rights Act (CFRA) leave entitlements and run concurrently. The CSU requires employees to utilize appropriate leave credits before going on any unpaid portion of CSU FML:

- Employee Requesting CSU FML for Self – an employee placed on FML for his/her own illness must use sick leave credits and vacation credits (if eligible to earn vacation) prior to being placed on any unpaid portion of FML.
- Employee Requesting CSU FML to Care for a Family Member – an employee may use sick leave by mutual agreement pursuant to collective bargaining limits or CSU leave policy, and must exhaust vacation credits, if eligible to earn, prior to going on any unpaid portion of CSU FML.

**Education Code Section 89519 Maternity Leave (ECML):** Female employees are entitled to a leave of absence without pay for the purposes of pregnancy, childbirth or the recovery therefrom as determined by the employee, but not to exceed one year to a permanent employee. Once the employee has notified the campus of the length of the leave of absence required, any change to the length of the period of leave must be approved by the campus.

The ECML provision was in place prior to federal and state FML laws and collective bargaining and is applicable to certain employees. As such, for a normal pregnancy, the female employee would be out for six (6) weeks of CPDL and up to a maximum of twelve (12) weeks CSU FML for a total of four and one half (4 ½) months of leave which meets the legal requirements under these three leave provisions. If an employee is a permanent employee and subject to the ECML, and requests the maximum one year entitlement, the ECML tracks with CPDL and CSU FML and the employee may utilize leave credits before going on any unpaid portion of the ECML leave of absence. The maximum leave of absence (combining unpaid leave and utilization of leave credits) for a permanent employee subject to CPDL, CSU FML and ECML is one year.

Please note that some CBAs supersede Education Code Section 89519. Campuses must ensure that leave programs are administered in accordance with the provisions of the CBA.

**Jury Duty/Court Fees:** Pursuant to HR/Benefits 2004-22, campuses may request a Proof of Service (versus Jury Fee remittances) to verify employee jury service in order to continue CSU compensation and benefits. CSU employees may keep monies received for reimbursement of jury duty travel expenses.

# SUPERCEDED BY HR/Leaves 2012-01

TECHNICAL LETTER  
HR/Leaves 2010-02  
ATTACHMENT A

**Leaves of Absence and Temporary Appointments:** All leaves of absence terminate upon expiration of the affected employee's temporary appointment.

**Qualifying Pay Periods (Non-Academic Employees):** Pursuant to Title 5, Section 42701(aa), "qualifying monthly pay period" means, for purposes of computing credit for vacation with pay, a monthly pay period during which an employee is in pay status for eleven (11) or more work days. Omission from pay status for more than eleven (11) consecutive working days within two (2) consecutive monthly pay periods bars one such period from being qualified. Qualifying pay periods also are discussed in most CBAs, and follow this same general rule that extends to other appropriate leave credits, such as sick leave.

**Rehired Annuitants:** Generally, annuitants retired under CalPERS who are rehired by the CSU are not eligible to accrue or use sick leave, nor can they earn vacation or other leave benefits, or be entitled to holidays, including personal holidays.

- **Faculty Early Retirement Program (FERP):** Pursuant to Unit 3, Article 29, FERP employees may elect to carry over up to forty-eight (48) hours of sick leave into the FERP appointment, and shall continue to accrue eight (8) hours sick leave per qualifying academic pay period or qualifying pay period during the period of employment. Such accrual shall be pro rata for less than full-time participants. A maximum of one hundred and sixty (160) hours of sick leave may be accrued during FERP. Twelve-month FERP employees are eligible to earn vacation benefits in accordance with the CBA.

**State Service Crediting:** Pursuant to Title 5, Section 42905, state service for the purpose of determining which vacation accumulation rate to use shall include all qualifying monthly pay periods of service. Part-time qualifying service at the rate of one-half time or more shall be counted as full-time service. Part-time qualifying service at a rate of less than one-half time shall be accumulated until it is equal to one month of full time service (e.g., 4 months of one-fourth service equals one qualifying monthly pay period), at which time, it shall be credited to the employee.

**Trade Rate Employment:** Pursuant to HR 2000-18, "trade rate letters" are applicable to individuals appointed to specific Excluded (E99) Casual Employment classifications. "Trade Rate" appointees are ineligible to earn vacation, sick leave and holiday benefits under CSU employment. Appointees are entitled to other conditions of employment as specified in their respective general prevailing wage rate determinations and the Local contract.

# SUPERCEDED BY HR/Leaves 2012-01

## California State University Employee Leave Programs

TECHNICAL LETTER  
HR/Leaves 2010-02  
ATTACHMENT B

	C99	E99	M80	M98	R01	CSUEU	R03	R04	R06	R08	R10	R11*	R12
<b>LEAVE TYPE:</b>													
Absence as a Witness - For CSU	x	x	x	x	x	x	x	x	x	x	x	x	x
Absence as a Witness - Not for CSU	x	x	x	x	x	x	x	x	x	x	x	x	x
Adoption/Foster Care for Children Age 6 to 18 (days)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	5	n/a	n/a	n/a	n/a
Bereavement/Funeral (days)	5	n/a**	5	5	5	5	5	5	5	2 to 3	5	2 to 3	3
Catastrophic Leave Donations (hours)	40	40	40	40	16	40	40	40	40	40	16	16	40
Catastrophic Leave - Family Care (hours)	40	40	40	40	16	40	40	40	40	40	16	16	40
Citizen's Necessity	n/a	n/a	n/a	n/a	n/a	n/a	n/a	2	n/a	n/a	n/a	n/a	n/a
CTO Annual Maximum - per CBA/MOU	120	120	n/a	n/a	n/a	120	n/a	120	240	200***	240	n/a	n/a****
CTO Maximums Pursuant to FLSA	240	240	n/a	n/a	n/a	240	n/a	240	240	480	240	n/a	n/a
Emergency Leave	n/a	n/a	n/a	n/a	n/a	n/a	x	n/a	n/a	n/a	n/a	n/a	n/a
FML - Family Care/Medical Leave	x	x	x	x	x	x	x	x	x	x	x	x	x
FML - Family Members in the Military	x	x	x	x	x	x	x	x	x	x	x	x	x
Holiday, Alternate Day Off (ADO)	x	n/a	n/a	n/a	n/a	x	n/a	x	x	n/a	n/a	n/a	n/a
Holiday, Compensating Time Off	x	x	n/a	n/a	n/a	x	x	x	x	n/a	x	n/a	n/a
Holiday, Credit	n/a	x	n/a	n/a	x	n/a	n/a	n/a	n/a	x	n/a	n/a	n/a
Holiday, Informal Time Off	x	x	x	x	x	x	x	x	x	x	x	x	x
Holiday, Personal (day per year)	1	1	1	1	1	1	1	1	1	1	1	1	1
Holiday Time Off	x	x	x	x	x	x	x	x	x	x	x	x	x
Jury Duty	x	x	x	x	x	x	x	x	x	x	x	x	x
Leave of Absence	x	x	x	x	x	x	x	x	x	x	x	x	x
Maternity Leave													
-Maternity Leave per Ed Code Section 89519	x	x	n/a	n/a	x	x	x	n/a	x	x	x	n/a	x
-Maternity/Paternity/Adoption/Parental (days)	30	n/a	30	30	20	30	30	30	30	30	15	n/a	30
-Pregnancy Disability Leave (months)	4	4	4	4	4	4	4	4	4	4	4	4	4
-Sick Leave Usage - Maternity	x	x	x	x	x	x	x	x	x	x	x	x	x
Military Leave - Employee	x	x	x	x	x	x	x	x	x	x	x	x	x
Military Spouse/Domestic Partner Leave	x	x	x	x	x	x	x	x	x	x	x	x	x
MPP Paid Administrative Leave	n/a	n/a	x	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Organ Donor/Bone Marrow Leave (days)	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5
Professional Development Time	n/a	n/a	x	n/a	x	x	x	x	x	n/a	x	n/a	x
Sick Leave - Accrual (hours per month)	8	8	8	8	8	8	8	8	8	8	8	8	8
Sick Leave Usage - Bereavement(days/hrs)	5 days	5 days	5 days	5 days	40 hrs	x	40 hrs	40 hrs	40 hrs	40 hrs	40 hrs	x	x
Sick Leave Usage - Family Care (days/hrs)	x	x	x	x	5 days	10 days	40 hrs	5 days	7 days	40 hrs	7 days	5 days	5 days
Sick Leave Restoration (months)	6	6	6	6	6	6	10	6	6	6	6	10	6
State Service Crediting	x	x	x	x	x	x	x	x	x	x	x	x	x
Temporary Suspension Leave	n/a	n/a	n/a	n/a	x	x	x	x	x	n/a	x	x	x
Union Business Release Time	n/a	n/a	n/a	n/a	x	x	x	x	x	x	x	x	x
Union Leave	n/a	n/a	n/a	n/a	n/a	x	x	x	x	x	n/a	n/a	x
Vacation - Accrual Rate (hours per month)	16	SRM	16	16	SRM	SRM	16	SRM	SRM	SRM	SRM	16	SRM
Vacation Maximum (hours dependent on yrs. of service)	384	272/384	384/440	480	272/384	272/384	320/440	320/440	272/384	272/384	272/384	80	272/440
Voting Time Off (hours)	2	2	2	2	2	2	2	2	2	2	2	2	2

SRM = Service Requirement Method (state service for the purpose of vacation accrual)

\*Certain leave benefits are classification code specific. Detailed information is provided in Attachment C and/or the Collective Bargaining Agreement

\*\*Exception: E99 Police Officer Cadet (class code 8346) is eligible for 2 paid days of bereavement leave for each death of an immediate family member

\*\*\*Not an absolute maximum; refer to provision 13.11 of the Collective Bargaining Agreement

\*\*\*\*No annual maximum, refer to Article 18.16 of MOU

# SUPERCEDED BY HR/Leaves 2012-01

TECHNICAL LETTER  
HR/Leaves 2010-02  
ATTACHMENT C

## Confidential Employees (C99)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in the CSU's Interest (HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be provided to the CSU to continue CSU compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation or CTO shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation or CTO credits, or the employee shall be docked for period of absence.</p>
Absence as a Witness – Not Serving in the CSU's Interest	Employee shall be charged vacation or CTO for time, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave (HR 2002-21)	Five (5) days with pay for each death of an immediate family member or significantly close relative.
Catastrophic Leave Donations (Title 5, Section 42933)	40 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Title 5, Section 42931)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU	Not applicable
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A]) (HR 2004-37)	120 hours = accrual maximum as of December 31 <sup>st</sup> . CTO in excess of 240 hours prior to December 31 <sup>st</sup> must be paid in cash.
Emergency Leave	Not applicable
Family Care/Medical Leave CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	<ul style="list-style-type: none"> <li>- All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. The definition of "employment" includes employment at all CSU campuses as well as other California state employment.</li> </ul>

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TECHNICAL LETTER  
HR/Leaves 2010-02  
ATTACHMENT C

Leave Type	Benefit
	<ul style="list-style-type: none"> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period.</li> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	The following types of leave are available:  Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.  Up to twelve (12) weeks of leave to deal with a “qualifying exigency” that arises from a covered family member’s active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.
Holiday, Alternate Day Off (ADO) (HR 2004-37)	For non-exempt employees on alternate workweek schedules, holiday time off is equivalent to the number of hours the employee is normally scheduled to work, to be used within ninety (90) days after the holiday was observed, or it will be forfeited.
Holiday, Compensatory Time Off (HR 2004-37)	If not paid in cash, subject to Holiday Pay CTO.
Holiday, Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (FSR 84-21, Title 5, Section 42920)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed.
Jury Duty (HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation or CTO credits may be used to cover time off. An hourly employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work. Employee shall be docked for non-compensable absence.
Leaves of Absence (Title 5, Sections 43100)	<ul style="list-style-type: none"> <li>- Up to two (2) years unpaid leave with requests for extension not to exceed one (1) year for each request.</li> <li>- Administrative leave may be granted by the President or Chancellor as appropriate in the event of a natural catastrophe or an emergency situation that places the health or safety of the employee in jeopardy, normally of</li> </ul>

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ATTACHMENT C

Leave Type	Benefit
	short duration.
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	Leave of absence for the purpose of pregnancy, childbirth or the recovery therefrom of a female employee. Period of leave is determined by the employee and a permanent employee is entitled up to one (1) year of leave without pay. ECML tracks with California Pregnancy Disability Leave (CPDL) and CSU Family Medical Leave (CSU FML) and an employee may utilize leave credits before going on any unpaid portion of ECML.
Maternity/Paternity/Adoption (HR 2004-23)	Up to thirty (30) consecutive days with pay which shall commence within sixty (60) days of the arrival of a new child. Upon mutual agreement and on an exception basis, the scheduling of leave may be modified to meet the operational needs of the campus.
Military Leave - Employee (Title 5, Section 43095, HR 2001-25)	Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Pregnancy Disability Leave California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months of leave for a female employee. Separate and distinct from the twelve (12) week family leave provision.
Professional Development Time	Not applicable
Sick Leave – Accrual (Title 5, Section 42726)	Up to eight (8) hours per qualifying pay period. Pro rata accrual for less than full-time. Sick leave may be accumulated without limits.
Sick Leave Usage – Bereavement	Up to five (5) days of accrued sick leave may be authorized by the appointing authority for each death of a person related by blood, adoption, or marriage, or any person residing in the immediate household of the employee.
Sick Leave Usage – Family Care (HR 99-05)	The use of sick leave to care for a family member may be mutually agreed to by the employee and the appropriate administrator and charged against the family medical leave entitlement.
Sick Leave Usage – Maternity	Pregnancy or any disability caused by, or contributed to,

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ATTACHMENT C

Leave Type	Benefit
	pregnancy must be considered a justification for the use of sick leave, if a woman's condition prior to delivery is such that her doctor believes she should take leave. Childbirth is a valid reason for the use of sick leave, provided the employee is on work status, compensating time off, or vacation at the time of delivery. Ten (10) days of sick leave should be granted routinely for childbirth. Additional sick leave should be granted following childbirth if the employee is incapacitated from working.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
State Service Crediting (Title 5, Section 42700[aa])	For purposes of computing credit for vacation with pay, a qualifying monthly pay period means a monthly pay period during which an employee is in pay status for eleven (11) or more workdays. Omission from pay status for more than eleven (11) consecutive workdays within two (2) consecutive monthly pay periods bars one such period from being qualified.
Temporary Suspension Leave	Not applicable
Union Business Release Time	Not applicable
Union Leave	Not applicable
Vacation – Accrual Rate (Title 5, Section 42902)	16 hours per month for full-time employees, less than full-time shall be entitled on a pro rata basis, except that fractions of credit hours which do not equal one-third hours shall be adjusted to the next higher one-third hour.
Vacation Maximum (Title 5, Section 42909)	384 hours.
Voting Time Off (California Elections Code Section 14000)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential election.

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ATTACHMENT C

## Excluded Employees (E99)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in the CSU's Interest (HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be provided to the CSU to continue CSU compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation or CTO shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation or CTO credits, or the employee shall be docked for period of absence.</p>
Absence as a Witness – Not Serving in the CSU's Interest	Employee shall be charged vacation or CTO for time, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave	Two (2) paid days of bereavement leave for each death of an immediate family member. <i>Applicable to Police Officer Cadet classification (class code 8346) only. SFSU Head Start has a separate bereavement entitlement.</i>
Catastrophic Leave Donations (Title 5, Section 42933)	40 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Title 5, Section 42931)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU	Not applicable
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A]) (HR 2004-26)	120 hours = accrual maximum as of December 31 <sup>st</sup> . CTO in excess of 240 hours prior to December 31 <sup>st</sup> must be paid in cash.
Emergency Leave	Not applicable
Family Care/Medical Leave CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	- All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. Student employees

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ATTACHMENT C

Leave Type	Benefit
	<p>must have worked at least 1,250 hours in the 12 months preceding the leave. The definition of "employment" includes employment at all CSU campuses as well as other California state employment.</p> <ul style="list-style-type: none"> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period.</li> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
<p>Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)</p>	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a "qualifying exigency" that arises from a covered family member's active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO)	Not applicable
Holiday, Compensatory Time Off	If not paid in cash, subject to Holiday Pay CTO.
Holiday, Credit	8 hours = maximum holiday credit. A non-exempt employee who works on a holiday is entitled to a maximum of eight hours holiday credit. Additional hours worked on a holiday will be treated as regular overtime in accordance with regular overtime policies. FLSA-exempt employees are not eligible for overtime compensation, including holiday credit.
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (FSR 84-21, Title 5, Section 42920)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed.
Jury Duty (HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation or CTO credits may be used to cover time off. An hourly employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work. Employee shall be docked for non-compensable absence.
Leaves of Absence	- Up to two (2) years unpaid leave with requests for

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Leave Type	Benefit
(Title 5, Sections 43100)	extension not to exceed one (1) year for each request. - Administrative leave may be granted by the President or Chancellor as appropriate in the event of a natural catastrophe or an emergency situation that places the health or safety of the employee in jeopardy, normally of short duration.
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	Leave of absence for the purpose of pregnancy, childbirth or the recovery therefrom of a female employee. Period of leave is determined by the employee and a permanent employee is entitled up to one (1) year of leave without pay. ECML tracks with California Pregnancy Disability leave (CDPL) and CSU Family Medical Leave (CSU FML) and an employee may utilize leave credits before going on any unpaid portion of ECML.
Maternity/Paternity/Adoption	Not applicable
Military Leave - Employee (Title 5, Section 43095, HR 2001-25)	Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Pregnancy Disability Leave California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months of leave for a female employee. Separate and distinct from the twelve (12) week family leave provision.
Professional Development Time	Not applicable
Sick Leave – Accrual (Title 5, Section 42726)	Up to eight (8) hours per qualifying pay period. Pro rata accrual for less than full-time. Sick leave may be accumulated without limits.
Sick Leave Usage – Bereavement	Up to five (5) days of accrued sick leave may be authorized by the appointing authority for each death of a person related by blood, adoption, or marriage, or any person residing in the immediate household of the employee.
Sick Leave Usage – Family Care (HR 99-05)	The use of sick leave to care for a family member may be mutually agreed to by the employee and the appropriate administrator and charged against the family medical leave

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Leave Type	Benefit
	entitlement.
Sick Leave Usage – Maternity	Pregnancy or any disability caused by, or contributed to, by pregnancy must be considered a justification for the use of sick leave, if a woman's condition prior to delivery is such that her doctor believes she should take leave. Childbirth is a valid reason for the use of sick leave, provided the employee is on work status, compensating time off, or vacation at the time of delivery. Ten (10) days of sick leave should be granted routinely for childbirth. Additional sick leave should be granted following childbirth if the employee is incapacitated from working.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
State Service Crediting (Title 5, Section 42700[aa])	For purposes of computing credit for vacation with pay, a qualifying monthly pay period means a monthly pay period during which an employee is in pay status for eleven (11) or more workdays. Omission from pay status for more than eleven consecutive workdays within two consecutive monthly pay periods bars one such period from being qualified.
Temporary Suspension Leave	Not applicable
Union Business Release Time	Not applicable
Union Leave	Not applicable
Vacation – Accrual Rate (Title 5, Section 42902)	Service Requirement Method. Pro rata accrual for less than full-time.
Vacation Maximum (Title 5, Section 42909)	272 hours for ten (10) or less years of qualifying service; 384 hours for more than ten (10) years of such service.
Voting Time Off (California Elections Code Section 14000)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential election.

<b>Excluded (E99) Classifications Eligible for Leave Accruals</b>
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CLASS	
<u>CODE</u>	<u>CLASSIFICATION TITLE</u>
0101	HELPER/AID

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1237	SFSU HEAD START PROGRAM SPECIALIST
1970	EARLY CHILDHOOD MASTER TEACHER
1971	EARLY CHILDHOOD TEACHER
1972	EARLY CHILDHOOD ASSOCIATE TEACHER
1973	EARLY CHILDHOOD ASSISTANT TEACHER
2351	RESEARCH FELLOW
5799	STUDENT LEGAL ASSISTANT
8346	POLICE OFFICER CADET - NONREPRESENTED
8347	POLICE OFFICER INTERMITTENT - NONREPRESENTED

## Excluded (E99) Classifications Not Eligible for Leave Accruals

<u>CLASS CODE</u>	<u>CLASSIFICATION TITLE:</u>
0051	NON-EMPLOYEE TRACKING CODE
0100	YOUTH SUMMER AID
1800	CASUAL WORKER
1868	STUDENT - NONRESIDENT ALIEN TAX STATUS
1869	RESIDENT ASSISTANT
1870	STUDENT ASSISTANT
1871	STUDENT TRAINEE, ON-CAMPUS WORK STUDY
1872	STUDENT TRAINEE, OFF-CAMPUS WORK STUDY
1874	BRIDGE STUDENT ASSISTANT
1875	BRIDGE STUDENT TRAINEE, ON-CAMPUS WORK STUDY
1876	BRIDGE STUDENT TRAINEE, OFF-CAMPUS WORK STUDY
2336	EXCLUDED 403B DEDUCTION MONTHLY
2363	INSTRUCTIONAL FACULTY, EXTENSION NON-CREDIT
2944	LEGISLATIVE EXECUTIVE FELLOW
4660	SPECIAL CONSULTANT
6213	SKILLED LABORER, CASUAL EMPLOYMENT
6225	SUPERVISING LABORER, CASUAL EMPLOYMENT
6226	LABORER, BUILDING TRADES, CASUAL EMPLOYMENT
6463	SUPERVISING TILE LAYER, CASUAL EMPLOYMENT
6464	TILE LAYER, CASUAL EMPLOYMENT
6468	SUPERVISING FLOOR COVERING INSTALLER, CASUAL EMPLOYMENT
6469	FLOOR COVERING INSTALLER, CASUAL EMPLOYMENT
6478	SUPERVISING CARPENTER, CASUAL EMPLOYMENT
6479	CARPENTER, CASUAL EMPLOYMENT
6480	CARPENTER APPRENTICE, CASUAL EMPLOYMENT
6481	SUPERVISING ROOFER, CASUAL EMPLOYMENT
6482	ROOFER, CASUAL EMPLOYMENT
6500	ASBESTOS WORKER, CASUAL EMPLOYMENT
6523	PAINTER APPRENTICE, CASUAL EMPLOYMENT
6528	SUPERVISING PAINTER, CASUAL EMPLOYMENT
6529	PAINTER, CASUAL EMPLOYMENT
6531	SUPERVISING ELECTRICIAN, CASUAL EMPLOYMENT
6535	ELECTRICIAN, CASUAL EMPLOYMENT

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6537	ELECTRICIAN APPRENTICE, CASUAL EMPLOYMENT
6551	SUPERVISING PLUMBER, CASUAL EMPLOYMENT
6552	PLUMBER, CASUAL EMPLOYMENT
6553	PLUMBER APPRENTICE, CASUAL EMPLOYMENT
6554	SUPERVISING STEAMFITTER, CASUAL EMPLOYMENT
6555	STEAMFITTER, CASUAL EMPLOYMENT
6558	SUPVNG IRRIGATION&LAWN SPRINKLER PIPEFITTER, CASUAL EMPLOYMENT
6559	IRRIGATION AND LAWN SPRINKLER PIPEFITTER, CASUAL EMPLOYMENT
6577	BLACKSMITH, CASUAL EMPLOYMENT
6581	SUPERVISING SHEET METAL WORKER, CASUAL EMPLOYMENT
6582	SHEET METAL WORKER, CASUAL EMPLOYMENT
6611	SUPERVISING PLASTERER, CASUAL EMPLOYMENT
6612	PLASTERER, CASUAL EMPLOYMENT
6617	SUPERVISING MASON, CASUAL EMPLOYMENT
6618	MASON, CASUAL EMPLOYMENT
6622	SUPERVISING HOD CARRIER, CASUAL EMPLOYMENT
6623	HOD CARRIER, CASUAL EMPLOYMENT
6632	SUPERVISING CEMENT FINISHER, CASUAL EMPLOYMENT
6633	CEMENT FINISHER, CASUAL EMPLOYMENT
7171	NOTETAKER
7172	READER

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## Management Personnel Plan Employees (M80)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in the CSU's Interest (HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be provided to the CSU to continue CSU compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation credits, or the employee shall be docked for period of absence.</p>
Absence as a Witness – Not Serving in the CSU's Interest	Employee shall be charged vacation for time, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave (HR 2002-21)	Five (5) days with pay for each death of an immediate family member or significantly close relative.
Catastrophic Leave Donations (Title 5, Section 42933)	40 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Title 5, Section 42931)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU	Not applicable
Compensating Time Off (CTO) Maximums Pursuant to FLSA	Not applicable
Emergency Leave	Not applicable
Family Care/Medical leave CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	<ul style="list-style-type: none"> <li>- All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. The definition of "employment" includes employment at all CSU campuses as well as other California state employment.</li> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month</li> </ul>

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Leave Type	Benefit
	<p>period.</p> <ul style="list-style-type: none"> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
<p>Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)</p>	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a “qualifying exigency” that arises from a covered family member’s active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO)	Not applicable
Holiday, Compensating Time Off	Not applicable
Holiday, Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (FSR 84-21, Title 5, Section 42920)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed.
Jury Duty (HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation or CTO credits may be used to cover time off. Employee shall be docked for non-compensable absence.
Leaves of Absence (Title 5, Sections 43000[d] and 43100)	<ul style="list-style-type: none"> <li>- Up to one (1) year paid leave for the purpose of permitting study or travel which will benefit the CSU as granted by the Chancellor for employees serving in academic, executive or academic-administrative assignments. The Trustees on recommendation of the Chancellor may grant leaves of absence with pay not to exceed one (1) year to executive employees and those serving in academic-administrative assignments in the Office of the Chancellor.</li> <li>- Upon approval of the campus President, up to two (2) years unpaid leave with requests for extension not to exceed one (1) year for each request.</li> <li>- Administrative leave may be granted by the President or Chancellor as appropriate in the event of a natural</li> </ul>

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Leave Type	Benefit
	catastrophe or an emergency situation that places the health or safety of the employee in jeopardy, normally of short duration.
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	Not applicable
Maternity/Paternity/Adoption (HR 2004-23)	Up to thirty (30) consecutive days with pay which shall commence within sixty (60) days of the arrival of a new child. Upon mutual agreement and on an exception basis, the scheduling of leave may be modified to meet the operational needs of the campus.
Military Leave - Employee (Title 5, Section 43095, HR 2001-25)	Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave (Title 5, Section 42729)	<p>The Chancellor or campus President may grant or place an MPP employee on paid administrative leave under any of the following circumstances. Employees continue to earn leave credits (e.g., sick, vacation) while on paid administrative leave.</p> <p>Section 42729 (a)</p> <p>Up to sixty (60) calendar days for reasons related to:</p> <ul style="list-style-type: none"> <li>- the safety or health of employees;</li> <li>- the prevention of the disruption of programs and/or operations;</li> <li>- an investigation of alleged misconduct by the employee or the employee's significant job performance issues; or</li> <li>- the best interest of the University.</li> </ul> <p>The Chancellor or campus President may extend this leave for up to an additional sixty (60) calendar days.</p> <p>Section 42729 (b)</p> <p>Up to six (6) months to:</p> <ul style="list-style-type: none"> <li>- develop, update or improve the employee's management or supervisory skills as part of a program or activity described in Title 5, Section 42727, or</li> <li>- prepare an administrator with retreat rights to a faculty position to assume faculty responsibilities.</li> </ul>

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Leave Type	Benefit
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Pregnancy Disability Leave California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months of leave for a female employee. Separate and distinct from the twelve (12) week family leave provision.
Professional Development Time (Title 5, Section 42727, Ed Code 89500)	MPP employees may participate in programs and activities determined by the appointing power to develop, update or improve the employee's management or supervisory skills, which may include professional leaves, administrative exchanges, academic coursework and seminars.
Sick Leave – Accrual (Title 5, Section 42726)	Up to eight (8) hours per qualifying pay period. Pro rata accrual for less than full-time. Sick leave may be accumulated without limits.
Sick Leave Usage – Bereavement	Up to five (5) days of accrued sick leave may be authorized by the appointing authority for each death of a person related by blood, adoption, or marriage, or any person residing in the immediate household of the employee.
Sick Leave Usage – Family Care (HR 99-05)	The use of sick leave to care for a family member may be mutually agreed to by the employee and the appropriate administrator and charged against the family medical leave entitlement.
Sick Leave Usage – Maternity	Pregnancy or any disability caused by, or contributed to, by pregnancy must be considered a justification for the use of sick leave, if a woman's condition prior to delivery is such that her doctor believes she should take leave. Childbirth is a valid reason for the use of sick leave, provided the employee is on work status, compensating time off, or vacation at the time of delivery. Ten (10) days of sick leave should be granted routinely for childbirth. Additional sick leave should be granted following childbirth if the employee is incapacitated from working.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.

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Leave Type	Benefit
State Service Crediting (Title 5, Section 42700[aa])	For purposes of computing credit for vacation with pay, a qualifying monthly pay period means a monthly pay period during which an employee is in pay status for eleven (11) or more workdays. Omission from pay status for more than eleven consecutive workdays within two consecutive monthly pay periods bars one such period from being qualified.
Temporary Suspension Leave	Not applicable
Union Business Release Time	Not applicable
Union Leave	Not applicable
Vacation – Accrual Rate (Title 5, Section 42902)	16 hours per month for full-time employees, less than full-time shall be entitled on a pro rata basis, except that fractions of credit hours which do not equal one-third hour shall be adjusted to the next higher one-third hour. Not applicable to academic year MPP classifications.
Vacation Maximum (Title 5, Section 42909)	384 hours for ten (10) or less years of qualifying service; 440 hours for more than ten (10) years of such service.
Voting Time Off (California Elections Code Section 14000)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential election.

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## Executive Employees (M98)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in the CSU's Interest (HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be provided to the CSU to continue CSU compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation credits, or the employee shall be docked for period of absence.</p>
Absence as a Witness – Not Serving in the CSU's Interest	Employee shall be charged vacation for time, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave (HR 2002-32)	Five (5) days with pay for each death of an immediate family member or significantly close relative.
Catastrophic Leave Donations (Title 5, Section 42933)	40 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Title 5, Section 42931)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU	Not applicable
Compensating Time Off (CTO) Maximums Pursuant to FLSA	Not applicable
Emergency Leave	Not applicable
Family Care/Medical Leave CSU Family Medical leave (CSU FML) (HR 2009-11, HR 99-05)	<ul style="list-style-type: none"> <li>- All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. The definition of "employment" includes employment at all CSU campuses as well as other California state employment.</li> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month</li> </ul>

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Leave Type	Benefit
	<p>period.</p> <ul style="list-style-type: none"> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
<p>Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)</p>	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a “qualifying exigency” that arises from a covered family member’s active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO)	Not applicable
Holiday, Compensating Time Off	Not applicable
Holiday Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (FSR 84-21, Title 5, Section 42920)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed.
Jury Duty (HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation credits may be used to cover time off. Employee shall be docked for non-compensable absence.
Leaves of Absence (Title 5, Sections 43000[d] and 43100; UCAM 6361)	<ul style="list-style-type: none"> <li>- Up to one (1) year paid leave for the purpose of permitting study or travel which will benefit the CSU as granted by the Chancellor for employees serving in academic, executive or academic-administrative assignments. The Trustees on recommendation of the Chancellor may grant leaves of absence with pay not to exceed one (1) year to executive employees and those serving in academic-administrative assignments in the Office of the Chancellor.</li> <li>- Up to two (2) years unpaid leave with requests for extension not to exceed one (1) year for each request.</li> <li>- Administrative leave may be granted by the President or Chancellor as appropriate in the event of a natural catastrophe or an emergency situation that places the</li> </ul>

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Leave Type	Benefit
	health or safety of the employee in jeopardy, normally of short duration.
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	Not applicable
Maternity/Paternity/Adoption (HR 2002-32)	Up to thirty (30) consecutive days with pay which shall commence within sixty (60) days of the arrival of a new child.
Military Leave - Employee (Title 5, Section 43095, HR 2001-25)	Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Pregnancy Disability Leave California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months of leave for a female employee. Separate and distinct from the twelve (12) week family leave provision.
Professional Development Time	Not applicable
Sick Leave – Accrual	Up to eight (8) hours per qualifying pay period. Pro rata accrual for less than full-time. Sick leave may be accumulated without limits.
Sick Leave Usage – Bereavement	Up to five (5) days of accrued sick leave may be authorized by the appointing authority for each death of a person related by blood, adoption, or marriage, or any person residing in the immediate household of the employee.
Sick Leave Usage – Family Care (HR 99-05)	The use of sick leave to care for a family member may be mutually agreed to by the employee and the appropriate administrator and charged against the family medical leave entitlement.
Sick Leave Usage – Maternity	Pregnancy or any disability caused by, or contributed to, pregnancy must be considered a justification for the use of sick leave, if a woman's condition prior to delivery is such that her doctor believes she should take leave. Childbirth is a valid reason for the use of sick leave, provided the employee is on work status, compensating time off, or vacation at the time of delivery. Ten (10) days of sick leave should be granted routinely

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Leave Type	Benefit
	for childbirth. Additional sick leave should be granted following childbirth if the employee is incapacitated from working.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
State Service Crediting (Title 5, Section 42700[aa])	For purposes of computing credit for vacation with pay, a qualifying monthly pay period means a monthly pay period during which an employee is in pay status for eleven (11) or more workdays. Omission from pay status for more than eleven consecutive workdays within two consecutive monthly pay periods bars one such period from being qualified.
Temporary Suspension Leave	Not applicable
Union Business Release Time	Not applicable
Union Leave	Not applicable
Vacation – Accrual Rate (Title 5, Section 42902)	16 hours per month for full-time employees, less than full-time shall be entitled on a pro rata basis.
Vacation Maximum (Title 5, Section 42909)	480 hours.
Voting Time Off (California Elections Code Section 14000)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential election.

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## California Federation of the Union of American Physicians and Dentists (Unit 1)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to the respective collective bargaining agreement (CBA) or CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in the CSU's Interest (Article 15, HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be remitted to the CSU. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave be remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation or the employee shall be docked for period of absence.</p>
Absence as a Witness – Not Serving in the CSU's Interest (Article 15)	Employee shall be charged vacation or holiday credit for time, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave (Article 15, HR/Benefits 2004-20)	Five (5) days with pay for each death of a significantly close relative.
Catastrophic Leave Donations (Article 14)	16 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Article 14)	16 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off Annual Maximum – per Collective Bargaining Agreement/MOU	Not applicable
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	Not applicable
Emergency Leave	Not applicable
Family Care/Medical Leave (Article 16) CSU Family Medical Leave (CSU FML)	- All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. The definition of

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Leave Type	Benefit
(HR 2009-11, HR 99-05)	<p>“employment” includes employment at all CSU campuses as well as other California state employment.</p> <ul style="list-style-type: none"> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period.</li> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> <li>- Family Care or medical leave shall not constitute a break in service for the purposes of length of service and/or seniority; an employee shall retain employee status and continue to accrue seniority points.</li> </ul>
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a “qualifying exigency” that arises from a covered family member’s active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO)	Not applicable
Holiday, Compensatory Time Off	Not applicable
Holiday, Credit (Article 21)	Holiday credit is the time credited to an employee when he/she works on a holiday. An employee who works on a holiday shall receive eight (8) hours holiday credit on a straight-time basis. A part-time employee who works on a holiday shall receive holiday credit pro-rata.
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (Article 21)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed.
Jury Duty (Article 15, HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation may be used to cover time off. A less than full-time employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work.
Leaves of Absence	A permanent full-time employee or permanent part-time

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Leave Type	Benefit
(Article 16)	employee may be granted a leave of absence without pay for up to one (1) year. The President determines if leaves shall be granted and the conditions of such a leave. Service credit shall not be granted to an employee except when the President determines that the purpose of the leave is of benefit to the campus and expressly grants such service credit.
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML) (Article 16)	Leave of absence for the purpose of pregnancy, childbirth or the recovery there from of a female employee. Period of leave is determined by the employee, and a permanent employee is entitled up to one (1) year of leave without pay. ECML tracks with California Pregnancy Disability Leave (CPDL) and CSU Family Medical Leave (CSU FML) and an employee may utilize leave credits before going on any unpaid portion of ECML.
Maternity/Paternity/Adoption (Article 15)	A maximum benefit of twenty (20) consecutive workdays with pay per calendar year, which shall commence with the arrival of the new child. Such leave runs concurrently with any other related leaves for which the employee is eligible.
Military Leave - Employee (Article 15, HR 2001-25)	Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Pregnancy Disability Leave (Article 16) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months for a female employee, separate and distinct from the twelve (12) week family leave provision.
Professional Development Time (Article 23)	The President may approve participation in professional development activities by eligible employees up to sixty-four (64) hours per fiscal year per full-time employee. Employees working less than full-time or in pay status less than a full fiscal year shall be eligible for a pro rata share. In cases where a total of sixty-four (64) hours are not utilized in a fiscal year, a maximum of eighty-eight (88) hours may be granted in the year immediately following, less any time approved in the preceding year. Up to

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Leave Type	Benefit
	<p>sixteen (16) of these hours may be used by a physician for library time per fiscal year.</p> <ul style="list-style-type: none"> <li>- After five years of continuous service, a full-time employee shall be eligible for an additional one-time only eight (8) hours of professional development time, which shall be used during the sixth year or forfeited.</li> <li>- After ten (10) years of continuous service, a full-time employee shall be eligible for an additional one-time-only sixteen (16) hours of professional development time, which shall be used during the eleventh (11<sup>th</sup>) year or forfeited.</li> </ul>
Sick Leave – Accrual (Article 14)	Up to eight (8) hours per qualifying month of service. Pro rata accrual for less than full-time. Sick leave may be accumulated without limits.
Sick Leave Usage – Bereavement (Article 14)	Up to forty (40) hours per calendar year for each death.
Sick Leave Usage – Family Care (Article 14)	Up to five (5) days per calendar year.
Sick Leave Usage – Maternity (Article 14)	May be authorized by the appropriate administrator for illness, injury or disability related to pregnancy.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
State Service Crediting (Article 22)	For purposes of computing vacation credit, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed a month, a month of service or continuous service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying monthly pay periods, one (1) of the pay periods is disqualified.
Temporary Suspension Leave (Article 10)	The President may temporarily suspend with pay an employee for reasons related to (a) the safety of persons or property or (b) the prevention of the disruption of programs and/or operations.
Union Business Release Time (Articles 6, 8)	Release time shall be provided to Union Negotiation Committee Members for participation in meet and confer sessions. Release time shall not include any compensation beyond an employee's straight-time rate of pay. Refer to release time provisions under the Grievance Procedure article.

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Leave Type	Benefit
Union Leave	Not applicable
Vacation – Accrual Rate (Article 22)	Service Requirement method. Pro rata accrual for less than full time.
Vacation Maximum (Article 22)	272 hours for ten (10) or less years of qualifying service; 384 hours for more than ten (10) years of such service.
Voting Time Off (Article 15)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential primary election.

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## California State University Employees' Union (CSUEU) (Units 2, 5, 7, and 9)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to the respective collective bargaining agreement (CBA) or CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in the CSU's Interest (Article 15, HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be provided to the CSU to continue CSU compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation or CTO shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave be remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation or CTO credits, or the employee shall be docked for period of absence.</p> <p>Situation C: If court appearance is required outside of and not continuous with employee's regular work schedule, employee shall be compensated pursuant to call-back pay requirements of Provision 19 only if he/she is required to appear in court as a result of the exercise of his/her duties during working hours.</p>
Absence as a Witness – Not Serving in the CSU's Interest (Article 15)	Employee shall be charged vacation or CTO for time, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave (Article 15)	Five (5) days with pay for each death of an immediate family member (as defined in Provision 15.1).
Catastrophic Leave Donations (Article 15)	40 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Article 15)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU (Article 19 and Appendix C)	120 hours = accrual maximum as of December 31 <sup>st</sup> . CTO in excess of 120 hours as of December 31 <sup>st</sup> must be paid in cash by February 1. Exception (Head Resident I and II, codes 9687-9688): CTO in excess of 240 hours must be paid in cash, in the pay period earned.

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Leave Type	Benefit
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	240 hours = accrual maximum.
Emergency Leave	Not applicable
Family Care/Medical Leave (Article 16) CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	<ul style="list-style-type: none"> <li>- All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. The definition of "employment" includes employment at all CSU campuses as well as other California state employment.</li> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period.</li> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a "qualifying exigency" that arises from a covered family member's active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO) (Article 14)	If an employee is on a compressed work schedule and the holiday is observed on a non-workday, the employee shall be entitled to the number of holiday hours equal to their normal workday. <u>This holiday must be used within one hundred eighty (180) days after the holiday was observed.</u> An employee on a leave of absence without pay, or in other non-pay status on a day a holiday is officially observed, shall not be entitled to the holiday.
Holiday, Compensating Time Off (Article 14)	If not paid in cash, subject to holiday CTO provisions. Employees not eligible for overtime shall receive time off earned at the straight time rate.
Holiday Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (Article 14)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off (Article 14)	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day

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Leave Type	Benefit
	the holiday is observed.
Jury Duty (Article 15, HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation or CTO credits may be used to cover time off. An hourly employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work. Employee shall be docked for non-compensable absence.
Leave of Absence (Article 16)	A full-time employee or part-time permanent employee may be granted a full or partial leave of absence without pay for up to one (1) year for the following purposes or reasons: <ul style="list-style-type: none"> <li>- loan of employee to another governmental agency;</li> <li>- outside employment that would lessen the impact of a potential layoff or layoff;</li> <li>- family leave;</li> <li>- temporary incapacity due to illness or injury;</li> <li>- other satisfactory reasons.</li> </ul>
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML) (Article 28)	Leave of absence for the purpose of pregnancy, childbirth or the recovery there from of a female employee. Period of leave is determined by the employee, and a permanent employee is entitled up to one (1) year of leave without pay. ECML tracks with California Pregnancy Disability Leave (CPDL) and CSU Family Medical Leave (CSU FML) and an employee may utilize leave credits before going on any unpaid portion of ECML.
Military Leave - Employee (Article 15, HR 2001-25)	Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Parental Leave (formerly Maternity/Paternity/Adoption Leave) (Article 15, HR/Benefits 2007-05)	Up to thirty (30) workdays with pay per calendar year, taken consecutively unless mutually agreed otherwise by the employee and appropriate administrator, for the arrival and/or care of a new child up to his/her sixth (6 <sup>th</sup> ) birthday which shall commence within sixty (60) days of the arrival of a new child, and runs concurrently with any other related leaves for which the

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	<p>employee is eligible.</p> <p>Up to five (5) days of non-consecutive paid time shall be available upon approval of the appropriate administrator for the purpose of handling issues related to the placement with the employee of an adopted or foster child, who is six (6) to eighteen (18) years of age, which must be taken within one (1) year from the date of the placement of a child with an employee and shall only be taken in full day increments.</p>
<p>Pregnancy Disability Leave (Article 16) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)</p>	<p>Up to four (4) months of leave for a female employee. Separate and distinct from the twelve (12) week family leave provision.</p>
<p>Professional Development Time (Article 22)</p>	<p>General Training: When an employee is required to take work-related training, the employee shall be granted release time if it occurs during working hours. If work-related training is during non-working hours, a non-exempt employee shall be granted overtime pay or compensating time off, subject to Article 19. Overtime shall include authorized time spent in travel.</p> <p>Exams: Eligible employees shall be granted release time to take examinations to maintain specialized licenses required by the CSU, except for a DMV Class C operator license.</p> <p>Unit 2 Employees: May receive fifty (50) hours per calendar year for participation in continuing education activities for full-time employees; pro rata for less than full time. In cases where fifty (50) hours are not approved in a given calendar year, a maximum of one hundred (100) hours may be granted in the year immediately following. Time spent in continuing education activities during regularly scheduled work hours shall be counted as work time. Attendance outside of regular work hours may be supported by the CSU at the discretion of the President.</p>
<p>Sick Leave – Accrual (Article 15)</p>	<p>Up to eight (8) hours per qualifying month of service. Pro rata accrual for less than full-time. Sick leave may be accumulated without limits.</p>
<p>Sick Leave Usage – Bereavement (Article 15)</p>	<p>The appropriate administrator may authorize the use of accrued sick leave for bereavement due to death of a person in the immediate family.</p>
<p>Sick Leave Usage – Family Care (Article 15)</p>	<p>Up to ten (10) days, [eighty (80) hours], per calendar year unless authorized for more by appropriate administrator.</p>
<p>Sick Leave Usage – Maternity (Article 15)</p>	<p>For the period of time covering the date of childbirth and immediate physical recovery there from, normally fifteen (15)</p>

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	days may be charged, with a physician's verification of disability required for the use of earned sick leave in excess of fifteen (15) days.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
State Service Crediting (Article 14)	For purposes of computing vacation credit, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed a month, a month of service or continuous service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying monthly pay periods, one (1) of the pay periods is disqualified.
Temporary Suspension Leave (Article 12)	The President may temporarily suspend with pay an employee for reasons related to (a) the safety of persons or property, or (b) the prevention of the disruption of programs and/or operations, or (c) investigation for formal notice of disciplinary action.
Union Business Release Time (Articles 5, 8, 27)	Release time shall be provided to attend Board of Trustee meetings and for each scheduled meet and confer session and may include granting no more than one (1) additional day prior to the scheduled meet and confer session for eligible employees. Upon request of the Union, the President may authorize up to one (1) year unpaid leave of absence for union business. Refer to release time provisions under the Grievance Procedure and Labor Management Committee articles.
Union Leave (Article 5)	Without loss of compensation, such a leave may be partial or full-time and shall not be less than one (1) day for exempt employees, and shall be on an hour for hour basis for non-exempt employees. No leave may be more than one (1) year in duration. An employee on such a leave shall continue to earn service credit and retirement credit, and it shall not constitute a break in continuous service for the purpose of salary adjustments, sick leave, vacation or seniority.
Vacation – Accrual Rate (Article 14)	Service Requirement method for eligible employees. Pro rata accrual for less than full-time. Employees serving in academic or cruise year appointments do not accrue vacation credits and are not eligible for paid vacation.

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Leave Type	Benefit
Vacation Maximum (Article 14)	272 hours for ten (10) or less years of qualifying service; 384 hours for more than ten (10) years of such service.
Voting Time Off (Article 15)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential primary election.

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## The California Faculty Association (Unit 3)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to the respective collective bargaining agreement (CBA) or CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in the CSU's Interest (Article 23, HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be remitted to the CSU to continue compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation or CTO shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave be remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation or CTO credits, or the employee shall be docked for period of absence.</p> <p>Situation C: If serving as a witness under subpoena at governmental administrative hearings to which the CSU is a party, shall be provided with release time for appearance at the hearing.</p>
Absence as a Witness – Not Serving in the CSU's Interest (Article 23)	Employee shall be charged vacation or CTO for time, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave (Article 23)	Five (5) days with pay for each death in the immediate family.
Catastrophic Leave Donations (Article 24) (HR/Benefits 2007-08)	40 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Article 24) (HR/Benefits 2007-08)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off Annual Maximum – per Collective Bargaining Agreement/MOU	Not applicable
Compensating Time Off (CTO) Maximums Pursuant to FLSA	Not applicable

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Leave Type	Benefit
(FLSA Section [7][o][3][A])	
Emergency Leave (Article 23)	Paid leave granted by the President to a faculty unit employee normally of short duration in the event of a natural catastrophe or an emergency situation that places the health or safety of the employee in jeopardy.
Family Care/Medical Leave (Article 22) CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	<ul style="list-style-type: none"> <li>- An employee who has at least twelve (12) months or two (2) semesters or three (3) quarters of service is entitled to a family care and medical leave without pay. The definition of "employment" includes employment at all CSU campuses as well as other California state employment.</li> <li>- Eligible employees may take up to a total of twelve (12) weeks of family care or medical leave in a twelve (12) month period, including any periods of absence with pay for family leave purposes.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a "qualifying exigency" that arises from a covered family member's active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO)	Not applicable
Holiday, Compensating Time Off (Article 33)	Entitled to a maximum of eight (8) hours. Applicable to ten (10) and twelve (12) month faculty unit employees. Such earned holiday CTO shall be scheduled time off.
Holiday, Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor for eligible faculty unit employees.
Holiday, Personal (Article 33)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off (Article 33)	A faculty unit employee in pay status on the day a paid holiday is officially observed shall be entitled to their normal pay for that day.
Jury Duty (Article 23, HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation or CTO credits may be used to cover time off. Employee shall be docked for non-compensable absence.

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Leave Type	Benefit
<p>Leave of Absence Personal and Professional (Article 22)</p>	<p>A full-time faculty unit employee or less than full-time tenured faculty unit employee shall be eligible for a leave of absence without pay for a specific purpose and length of time, such as one (1) quarter, two (2) quarters, one (1) semester, or one (1) year. Leaves of absence without pay may be granted for up to two (2) years, with extensions granted for up to one (1) year at a time. A less than full-time temporary faculty unit employee may also be granted a leave of absence of a short duration, not to exceed one semester or quarter.</p> <ul style="list-style-type: none"> <li>- A personal leave of absence without pay may be for purposes of unpaid sick leave, outside employment, maternity/paternity, family care leave or other purposes of a personal nature. Except as provided otherwise, faculty unit employees on a personal leave of absence without pay shall not accrue service credit toward probation, sabbatical, difference-in-pay, service salary increase eligibility or seniority.</li> <li>- A professional leave of absence without pay may be for purposes of research, advanced study, professional development or other purposes of benefit to the campus. Employees under these leaves shall, when otherwise eligible, accrue service credit toward probation, sabbatical, difference in pay, service salary increase eligibility and seniority for a maximum of one (1) year per professional leave of absence without pay and extensions thereof.</li> </ul>
<p>Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)</p>	<p>Leave of absence for the purpose of pregnancy, childbirth or the recovery there from of a female employee. Period of leave is determined by the employee, and a permanent employee is entitled up to one (1) year of leave without pay. ECML tracks with California Pregnancy Disability Leave (CPDL) and CSU Family Medical Leave (CSU FML) and an employee may utilize leave credits before going on any unpaid portion of ECML.</p>
<p>Maternity/Paternity Leave (Article 23) (HR/Benefits 2007-08)</p>	<p>Up to thirty (30) consecutive workdays with pay which shall commence within a one hundred and thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date of a new child and ending seventy-five (75) days after the arrival of a new child. Runs concurrently with other maternity/paternity, pregnancy disability and/or family care and medical leave provisions of Article 22, and may be supplemented in accordance with Article 24 (Sick Leave) provisions.</p>
<p>Military Leave - Employee (Article 23, HR 2001-25)</p>	<p>Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.</p>

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Leave Type	Benefit
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Pregnancy Disability Leave (Article 22) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months of leave for a female employee, separate and distinct from the twelve (12) week family leave provision. Any combination of family care or medical leave and pregnancy disability leave shall run concurrently with the period of maternity/paternity leave available to a tenured employee.
Professional Development Time (Article 25)	The President shall determine if the request for a professional development opportunity shall be granted. The President may establish requirements that a faculty unit employee shall meet upon completion of a professional development opportunity. Such opportunities may include but not be limited to full or partially paid leaves, leaves of absence without pay, short term absences to attend approved conferences, workshops, meetings; exchange programs, internships, changes in work schedules and assignments.
Sick Leave – Accrual (Article 24) (HR/Benefits 2007-08)	Up to eight (8) hours per academic qualifying pay period (for academic year faculty unit employees) or qualifying pay period (for ten [10] month and twelve [12] month faculty unit employees). Pro rata accrual for less than full-time. Sick leave may be accumulated without limits. A full-time faculty unit employee shall be charged eight (8) hours of sick leave for each day he/she was not available to work, for a maximum of five (5) days in a seven (7) day period. During a state-supported summer term for extra pay, part-time faculty members continue to accrue sick leave, prorated according to time base, during each qualifying pay period, up to a full-time equivalent (i.e., maximum accrual of 8 hours per month or 96 hours per year, per person). Part-time faculty members with an “indeterminate” time base appointment calculate time base for the purpose of prorated sick leave accrual as: $8 \times (\text{number of units}) / (15)$ . Full-time faculty members who already accrue full sick leave do not accrue additional sick leave during a summer assignment for extra pay.

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Leave Type	Benefit
Sick Leave Usage – Bereavement (Article 24)	Up to forty (40) hours for each death in the immediate family.
Sick Leave Usage – Family Care (Article 24)	Up to forty (40) hours per calendar year except as authorized under the Leaves of Absence Without Pay provision (which shall not be limited to forty (40) hours) upon mutual agreement with the appropriate administrator.
Sick Leave Usage – Maternity (Article 23)	Normally, ten (10) days of earned sick leave may be charged. A Physician's verification of disability shall be required for use of earned sick leave pursuant to Maternity/Paternity Leave provisions in excess of ten (10) days.
Sick Leave Restoration (Article 24)	Upon request, a faculty unit employee returning to CSU employment within ten (10) months following the date of separation shall be credited by the campus with his/her sick leave balance at the time of separation from previous CSU employment. This provision shall not apply if the employee is appointed to a classification in which sick leave is not accrued.
State Service Crediting (Article 34)	For purposes of computing vacation credit, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed a month, a qualifying month of service or continuous service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying monthly pay periods, one (1) of the pay periods is disqualified.
Temporary Suspension Leave (Article 17)	The President may temporarily suspend with pay an employee for reasons related to (a) the safety of persons or property, or (b) the prevention of the disruption of programs and/or operations, or (c) investigation for formal notice of disciplinary action.
Union Business Release Time (Articles 6, 28)	Members of the CFA negotiating team may request and shall be granted a reduction in workload during the academic term in which negotiations take place, and such reductions shall be considered partial difference in pay leaves. Salaries shall be in accordance with Difference in Pay leaves (Provision 28.3), and the employee shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, promotion eligibility if applicable, seniority credit and other appropriate benefits.
Union Leave (Article 6)	Without loss of compensation, such a leave may be partial or full-time and shall not exceed one (1) year. An employee on such a leave shall continue to earn service credit and retirement credit, and shall not constitute a break in continuous service for the purpose of salary adjustments, sick leave, vacation or seniority. Vacation time, holiday time and sick leave shall not accrue during such leave.
Vacation – Accrual Rate	16 hours per month for full-time ten (10) and twelve (12) month

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Leave Type	Benefit
(Article 34)	faculty unit employees, less than full-time shall be entitled on a pro rata basis.
Vacation Maximum (Article 34)	320 hours for ten (10) or less years of qualifying service; 440 hours for more than ten (10) years of such service. After one full year of employment, a faculty unit employee shall take at least forty (40) hours vacation each calendar year. Any part of the forty (40) hours not taken during the calendar year shall be forfeited as of January 1 of the subsequent year.
Voting Time Off (Article 23)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential primary election.

## "Casual Employment Employee" Classifications – General Exclusions

Classifications noted below typically are excluded from certain leave provisions.

<u>Class Code</u>	<u>Classification Title</u>
2356	Substitute Instructional Faculty – Casual Employment Employee
2357	Instructional Faculty, Summer Session – Casual Employment Employee <sup>1</sup>
2362	Demonstration Instructional Faculty – Casual Employment Employee
2365	Music Studio Instructional Faculty – Casual Employment Employee
2368	Instructional Faculty, Extra Quarter Assignment, QSYRO - Casual Employment Employee

<sup>1</sup> For class 2357, refer to Technical Letter HR/Benefits 2004-18 concerning sick leave accrual and usage during State-supported summer term for extra pay.

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## Academic Professionals of California (Unit 4)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to the respective collective bargaining agreement (CBA) or CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in CSU's Interest (Article 20, HR/Benefits 2004-22)	Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be remitted to the CSU to continue CSU compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation or CTO shall be used in such cases.
Absence as a Witness – Not Serving in CSU's Interest (Article 20)	Employee shall be charged vacation or CTO for time, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave (Article 20, HR/Benefits 2005-22)	Five (5) days with pay for each death of a significantly close person.
Catastrophic Leave Donations (Article 19)	40 hours = maximum number of irrevocable vacation and/or sick hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Article 19)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity (Article 20)	Any non-citizen completing the process for becoming a U.S. citizen may be granted two (2) hours time off with pay to attend oath of allegiance ceremonies.
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU (Article 28)	120 hours = accrual maximum as of December 31 <sup>st</sup> . CTO hours in excess of 120 hours as of December 31 <sup>st</sup> must be paid in cash.
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	240 hours = accrual maximum.
Emergency Leave	Not applicable
Family Care/Medical Leave (HR/Benefits 2005-24; Article 22) CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	<ul style="list-style-type: none"> <li>- All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. The definition of "employment" includes employment at all CSU campuses as well as other California state employment.</li> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period.</li> </ul>

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Leave Type	Benefit
	<ul style="list-style-type: none"> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- Employees are not required to access their FML entitlement.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a “qualifying exigency” that arises from a covered family member’s active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO) (Article 25)	If an employee is on a compressed work schedule and the holiday is observed on a non-workday, the employee shall be entitled to the number of holiday hours equal to their normal workday. <u>This holiday must be used within ninety (90) days after the holiday was observed.</u> An employee on a leave of absence without pay, or in other non-pay status on a day a holiday is officially observed, shall not be entitled to the holiday.
Holiday, Compensatory Time Off (Article 25)	For non-exempt employees, if not paid in cash, subject to Holiday CTO provision. Exempt employees who are required to work on the observance shall receive informal time off in an amount approximate to the time worked on the holiday on a date mutually determined by the employee and the supervisor.
Holiday, Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (Article 25)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off (Article 25)	8 hours = maximum entitlement for holiday observance, a less than full-time employee shall be entitled to an eight (8) hour holiday pro rata.
Jury Duty (Article 20, HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation or CTO credits may be used to cover time off. Hourly paid employees shall be eligible for time off with pay only for those hours scheduled to work. Employee shall be docked for non-compensable absence.
Leave of Absence	A full-time employee or less than full-time permanent employee

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(Articles 22)	<p>may be granted a full or partial leave of absence without pay which shall normally be limited to one (1) year for the following purposes or reasons:</p> <ul style="list-style-type: none"> <li>- Loan of employee to another governmental agency;</li> <li>- Outside employment that would lessen the impact of a potential layoff or a layoff;</li> <li>- Temporary incapacity due to illness/injury</li> <li>- Family care or medical leave;</li> <li>- To care for a "significantly close person"</li> <li>- Other satisfactory reasons</li> </ul>
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	Not applicable
Military Leave - Employee (Article 20, HR 2001-25)	Emergency, Temporary and Indefinite leaves granted in accordance with State and Federal laws.
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave (Article 20, HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1)-year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1)-year period to any employee who is donating his/her bone marrow to another person.
Parental Leave (formerly Maternity Leave) (Article 22)	A permanent employee is entitled to a parental leave without pay of up to twelve (12) months to satisfy family care leave requirements. Parental leave tracks with California Pregnancy Disability Leave (CPDL) and family care or medical leave and an employee may utilize leave credits before going on any unpaid portion of parental leave.
Parental Leave (formerly Maternity/Paternity/Adoption Leave) (Article 20, HR/Benefits 2005-12)	An employee is entitled to up to (30) workdays with pay, which shall commence within sixty (60) days of the arrival of each new child. If the parental leave is in connection with the placement of one or more foster children with the employee, or with the employee's spouse or domestic partner, the employee is entitled to a maximum of thirty (30) workdays with pay per calendar year. Days run consecutively, unless mutually agreed otherwise by the employee and appropriate administrator.

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Leave Type	Benefit
Pregnancy Disability Leave (Article 22) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months of unpaid leave for a female employee. Separate and distinct from the twelve (12) week family leave provision, however, may run concurrent with the period of parental leave available to a permanent employee.
Professional Development Time (Article 16)	Includes paid release time for work-related training. If an overtime-eligible employee takes training during non-work hours, the employee shall be granted overtime pay or compensating time off. Also includes release time to take examinations to acquire or maintain specialized license or certification. Unpaid leaves of absence may be granted for professional development purposes of benefit to the campus.
Sick Leave – Accrual (Article 19)	Up to 8 hours per qualifying month of service. Pro rata accrual for less than full-time.
Sick Leave Usage – Bereavement (Article 19)	Up to forty (40) hours per calendar year for each death.
Sick Leave Usage – Family Care (Article 19)	Up to five (5) days per calendar year.
Sick Leave Usage – Maternity (Article 19)	Any disability caused by, or contributed to by, pregnancy is a justification for the use of sick leave and should be handled in the same way as illness or injury. A female person in work status is entitled to use sick leave for childbirth and any period immediately preceding or immediately following the birth of the child, provided the employee presents a physician's verification that she is unable to work.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
State Service Crediting (Article 26)	For purposes of computing vacation accrual rate, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed one month of service or continuous service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying monthly pay periods, one (1) of the pay periods is disqualified.
Temporary Suspension Leave (Article 12)	The President may temporarily suspend with pay an employee for reasons related to (a) the safety of persons or property, or (b) the prevention of the disruption of programs or operations, or (c)

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Leave Type	Benefit
	investigation of allegations which may lead to a notice of disciplinary action.
Union Business Release Time (Articles 8, 10)	Paid time off of one (1) full day for each scheduled meet and confer session; release time to attend Board of Trustee meetings. Refer to release time provisions under the Grievance Procedure article.
Union Leave (Article 8)	<p><u>Statewide Officer</u>: Paid leave that may be partial or full-time and for any individual employee, shall not exceed two hundred sixty (260) days per contract year. An employee shall continue to earn service credit and retirement credit, nor shall it constitute a break in service for the purpose of salary adjustments, sick leave, vacation or seniority. Vacation, holiday, and sick leave credit(s) shall not accrue during such a leave.</p> <p><u>Steward Leave</u>: Paid leave shall not exceed a total of thirty-six (36) days per year at a campus for the steward(s) to conduct union business.</p> <p>Unpaid leave may be requested by Academic Professionals of California (APC) pursuant to Article 22.</p>
Vacation – Accrual Rate (Article 26)	Service Requirement Method. Pro rata accrual for less than full-time. Note: Certain employees in the SSP series retain a sixteen (16) hour per month accrual rate. Refer to bargaining agreement for details.
Vacation Maximum (Article 26)	320 hours for ten (10) or less years of qualifying service; 440 hours for more than ten (10) years of such service.
Voting Time Off (Article 20)	Up to two (2) hours of paid time off to vote at a general, direct primary or presidential primary election.

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## State Employees' Trades Council (Unit 6)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to the respective collective bargaining agreement (CBA) or CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in CSU's Interest (Article 18, HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for the court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be remitted to the CSU to continue CSU compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation or CTO shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation or CTO credits, or the employee shall be docked for the period of absence.</p>
Absence as a Witness – Not Serving in CSU's Interest (Article 18)	Employee shall be charged vacation or CTO for time off, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18 (Article 18)	Five (5) days leave with pay for the purpose of handling issues related to the placement with the employee of an adopted or foster child, who is six (6) to eighteen (18) years of age, which must be taken within one (1) year from the date of placement and shall be taken in full day increments.
Bereavement (Funeral) Leave (Article 18, HR/Benefits 2005-22)	Five (5) days leave with pay for each death of a significantly close relative or immediate family member. Limited hourly employees are eligible for funeral leave if scheduled to work at the time of the funeral, and will be paid the number of hours scheduled to work.
Catastrophic Leave Donations (Article 18)	40 hours = maximum number of irrevocable vacation and/or sick hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Article 18)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU (Article 23)	240 hours = accrual maximum. All overtime worked beyond 240 CTO hours shall be paid in cash.
Compensating Time Off (CTO)	240 hours = accrual maximum.

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Leave Type	Benefit
Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	
Emergency Leave	Not applicable
Family Care/Medical Leave (Article 19) CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	<ul style="list-style-type: none"> <li>- All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. The definition of "employment" includes employment at all CSU campuses as well as other California state employment.</li> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period.</li> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a "qualifying exigency" that arises from a covered family member's active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO) (Article 17)	For employees on alternate or compressed work schedules, if the holiday is officially observed on a day the employee is not scheduled to work, the employee is entitled to the number of holiday hours equal to their normal workday. This holiday <u>shall be used within ninety (90) days after the holiday was observed on a day mutually agreed to by the employee and the appropriate administrator.</u>
Holiday, Compensating Time Off (Article 17)	If not paid in cash, subject to holiday CTO provision.
Holiday, Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (Article 17)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off (Article 17)	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed. A limited hourly employee is entitled to holiday pay based on the relationship of total hours worked in the holiday pay period to total hours in that pay period.

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Leave Type	Benefit
Jury Duty (Article 18, HR/Benefits 2004-22)	Normal salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation or CTO credits may be used to cover time off. Employee shall be docked for non-compensable absence.
Leave of Absence (Article 19)	A full-time or part-time permanent employee may be granted a full or partial leave of absence without pay, which shall normally be limited to one (1) year for the following purposes or reasons: <ul style="list-style-type: none"> <li>- loan of employee to another governmental agency;</li> <li>- outside employment that would lessen the impact of a potential layoff or layoff;</li> <li>- temporary capacity due to illness/injury;</li> <li>- family care and medical leave;</li> <li>- other satisfactory reasons.</li> </ul>
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML) (Article 19)	Leave of absence for the purpose of pregnancy, childbirth or the recovery there from of a female employee. Period of leave is determined by the employee, and a permanent employee is entitled up to one (1) year of leave without pay. ECML tracks with California Pregnancy Disability Leave (CPDL) and CSU Family Medical Leave (CSU FML) and an employee may utilize leave credits before going on any unpaid portion of ECML.
Military Leave - Employee (Article 18, HR 2001-25)	<p><b><u>Commencement:</u></b></p> <ul style="list-style-type: none"> <li>- Emergency - entitled to receive normal salary or compensation up to thirty (30) calendar days without regard to length of employment, regardless to the number of proclamations of emergency.</li> <li>- Temporary/Indefinite – entitled to receive salary or compensation for the first thirty (30) calendar days in any one fiscal year provided that employee has at least one year of State service. Prior military service is counted in determining State service for this purpose.</li> </ul> <p><b><u>Reinstatement:</u></b></p> <ul style="list-style-type: none"> <li>- Emergency – time spent shall be considered full-time State service.</li> <li>- Temporary/Indefinite - time spent on leave will count toward merit salary adjustment and vacation category change.</li> </ul>
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave	A paid leave of absence not exceeding thirty (30) consecutive

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Leave Type	Benefit
(HR 2003-04)	calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Parental (Maternity/Paternity/Adoption) Leave (Article 18, HR/Benefits 2009-15)	Up to thirty (30) workdays per calendar year with pay to care for a newborn or for the adoption or foster care placement of a child up to his/her sixth (6 <sup>th</sup> ) birthday. Commences within sixty (60) days of the birth or placement of the child and shall be concluded within one (1) year of the birth or placement of the child. Days are normally taken in full day increments and shall be taken consecutively, unless mutually-agreed otherwise by the employee and the appropriate administrator. Scheduling of leave may be modified by mutual agreement between President and the employee.
Pregnancy Disability Leave (Article 19) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months of leave for a female employee. Separate and distinct from the twelve (12) week family care and medical leave provision.
Professional Development Time (Article 27)	Includes paid release time when work-related training is required by appropriate administrator. When an employee is required to take work-related training during nonworking hours, such time shall be counted as hours worked for the purpose of computing overtime pay.
Sick Leave – Accrual (Article 18)	Up to eight (8) hours per qualifying month of service. Pro rata accrual for less than full-time.
Sick Leave Usage – Bereavement (Article 18)	Up to forty (40) hours per calendar year for each death.
Sick Leave Usage – Family Care (Article 18)	Up to seven (7) days per calendar year with additional usage upon authorization of appropriate administrator.
Sick Leave Usage – Maternity (Article 18)	As authorized by appropriate administrator.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
State Service Crediting (Article 16)	For the purposes of computing vacation accrual, a permanent, probationary or temporary employee who works eleven (11) or

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Leave Type	Benefit
	more days in a monthly pay period is considered to have completed a month of service.
Temporary Suspension Leave (Article 14)	The President may temporarily suspend with pay an employee for reasons related to (a) the safety of persons or property, or (b) the prevention of the disruption of programs and/or operations, or (c) investigation for formal notice of disciplinary action.
Union Business Release Time (Article 7)	Each campus shall grant a reasonable amount of release time without loss of compensation to union-designated campus employees. This also includes release time for purposes of official meet and confer sessions.
Union Leave (Article 7)	<u>Statewide Officer</u> : The CSU shall be reimbursed for all compensation paid the employee on account of such leave. An employee shall continue to earn service and retirement credit and shall not constitute a break in continuous service for the purpose of salary adjustments, sick leave, vacation or seniority. Vacation, holiday and sick leave crediting shall continue to accrue during such leave. (The employee remains on active pay status, and the campus is reimbursed).
Vacation – Accrual Rate (Article 16)	Service Requirement method. Pro rata accrual for less than full-time. Limited hourly employees accrue to a maximum of twelve (12) accruals in a calendar year.
Vacation Maximum (Article 16)	272 hours for ten (10) or less years of qualifying service; 384 hours for more than ten (10) years of such service.
Voting Time Off (Article 18)	Up to two (2) hours of paid time off to be taken at beginning or end of shift for general, direct primary, or presidential primary elections.

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<h2 style="margin: 0;">Statewide University Police Association (Unit 8)</h2>
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NOTE: The following summary is intended to provide an overview of leave program information. Please refer to the respective collective bargaining agreement (CBA) or CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in the CSU's Interest (Article 22, HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for State, or for federal, court fees shall be remitted to the CSU to continue CSU compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation or CTO shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave be remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation or CTO credits, or the employee shall be docked for period of absence.</p> <p>Situation C: If court appearance is required outside of and not continuous with employee's regular work schedule, employee shall be compensated pursuant to call-back pay and stand-by requirements of Article 13 only if he/she is required to appear in court as a result of the exercise of his/her duties during working hours.</p>
Absence as a Witness – Not Serving in CSU's Interest (Article 22)	Employee shall be charged vacation or CTO for time, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave (Article 22)	Two (2) days with pay for each death of an immediate family member, or three (3) days with pay if travel of five hundred (500) or more miles is required.
Catastrophic Leave Donations (Article 22)	40 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Article 22)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU	200 hours = Maximum accrual by contract. The Chief of Police may specify dates on which the employee shall take earned CTO in cases where an employee has accumulated more than

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Leave Type	Benefit
(Article 13)	two hundred (200) hours.
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	480 hours = accrual maximum pursuant to FLSA. Overtime worked in excess of this amount must be paid in cash.
Emergency Leave	Not applicable
Family Care/Medical Leave (Article 28) CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	<ul style="list-style-type: none"> <li>- All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. The definition of "employment" includes employment at all CSU campuses as well as other California state employment.</li> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period.</li> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a "qualifying exigency" that arises from a covered family member's active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO)	Not applicable
Holiday, Compensating Time Off	Not applicable
Holiday, Credit (Article 19) (HR/Salary 2006-18, HR/Salary 2010-01)	<p>Holiday credit is the time credited to an employee who is scheduled to work and works on the day a holiday is officially observed. The method of payment shall be determined by the Chief of Police before the holiday is worked and/or observed. Employees who have an excess of one hundred (100) grandfathered hours (hours earned prior to the 2006-2008 contract) of Holiday Credit may submit in writing a request for a cash pay-out of all or part of the hours in excess of one hundred (100). Holiday Credit shall be used or paid out within one (1) year of the Holiday Credit being earned.</p>
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (Article 19)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off	The number of hours of the holiday shall be determined by the

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Leave Type	Benefit
(Article 19)	hours the employee is normally scheduled to work on the day the holiday is observed.
Jury Duty (Article 22, HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation or CTO credits may be used to cover time off. Employee shall be docked for non-compensable absence.
Leave of Absence (Article 23)	Unpaid leave shall be granted at the sole discretion of the President for purposes and lengths of time the President deems appropriate. Service credit shall not be granted except when the President determines that the purpose of the leave is of benefit to the campus and expressly grants such service credit.
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	Leave of absence for the purpose of pregnancy, childbirth or the recovery therefrom of a female employee. Period of leave is determined by the employee and a permanent employee is entitled up to one (1) year of leave without pay. ECML tracks with California Pregnancy Disability Leave (CPDL) and CSU Family Medical Leave (CSU FML) and an employee may utilize leave credits before going on any unpaid portion of ECML.
Maternity/Paternity/Adoption Leave (Article 22) (HR/Benefits 2006-09)	Up to thirty (30) eight-hour consecutive workdays (240 hours) with pay per calendar year which shall commence within sixty (60) days after the arrival of the new child.
Military Leave - Employee (Article 22, HR 2001-25)	Emergency, Temporary and Indefinite leaves granted in accordance with State and Federal laws.
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Pregnancy Disability Leave (Article 28) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months leave for a female employee taken as any combination of paid or unpaid. Separate and distinct from the twelve (12) week family leave provision; however, may run concurrent with the period of maternity/paternity/adoption leave available to a permanent employee.
Professional Development Time	Not applicable
Sick Leave – Accrual (Article 22)	Up to eight (8) hours per qualifying month of service. Pro rata accrual for less than full-time.

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Leave Type	Benefit
Sick Leave Usage – Bereavement (Article 22)	Up to five (5) days, not to exceed forty (40) hours, per calendar year for each death.
Sick Leave Usage – Family Care (Article 22)	Up to five (5) days, not to exceed forty (40) hours per calendar year.
Sick Leave Usage – Maternity (Article 22)	As authorized by the appropriate administrator.
Sick Leave Restoration (Article 22)	If an employee returns to CSU employment within six (6) months following a permanent separation, the employee's sick leave balance at the time of separation shall be restored.
State Service Crediting (Article 18)	For the purposes of computing vacation credit, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed a month, a month of service, or continuous service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying monthly pay periods, one (1) of the pay periods is disqualified.
Temporary Suspension Leave	Refer to the Public Safety Officers Procedural Bill of Rights Act (Govt. Code Section 3300 et. seq.).
Union Business Release Time (Article 5)	Designated employees shall be granted reasonable periods of release time for participating in meet and confer sessions. Release time shall not include any compensation beyond an employee's straight-time rate of pay.
Union (Association) Leave (Article 5)	Reimbursable leave may be partial or full-time and shall not be less than one (1) day nor more than six (6) months in duration or exceed two hundred sixty (260) days per contract year for the system. An employee shall continue to earn service credit and retirement credit, and it shall not constitute a break in service for the purpose of salary adjustments, sick leave, vacation or seniority. Vacation, holiday and sick leave credits shall not accrue during such leave.
Vacation – Accrual Rate (Article 18)	Service Requirement Method. Pro rata accrual for less than full-time.
Vacation Maximum (Article 18)	272 hours for ten (10) or less years of qualifying service; 384 hours for more than ten (10) years of such service.
Voting Time Off (California Elections Code Section 14000)	Up to two (2) hours of paid time off for general, direct primary, or presidential primary elections.

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## International Union of Operating Engineers (Unit 10)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to the respective collective bargaining agreement (CBA) or CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in CSU's Interest (Article 15, HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be remitted to the CSU or an amount equal to the fees shall be deducted from the employee's salary. No vacation or CTO shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave be remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation or CTO credits, or the employee shall be docked for period of absence.</p> <p>Situation C: If serving as a witness at state administrative hearings to which the CSU is a party, shall be provided with reasonable release time for appearance at the hearing.</p>
Absence as a Witness – Not Serving in CSU's Interest (Article 15)	Employee shall be charged vacation or CTO for time off, or employee shall be docked for non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave (Article 15)	Five (5) days with pay for each death of a significantly close relative or domestic partner (as defined in Provision 15.17).
Catastrophic Leave Donations (Article 15)	16 hours = maximum number of irrevocable vacation and/or sick hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Article 15)	16 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU (Article 12)	240 hours = accrual maximum. All overtime worked beyond the 240-hour accrual must be paid in cash. Overtime will be credited on a one-quarter hour (15 minutes) basis with a full quarter of an hour credit granted if half or more of that period (7.5+ minutes) is worked.
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	240 hours = accrual maximum.

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Leave Type	Benefit
Emergency Leave	Not applicable
Family Care/Medical Leave (Article 16) CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	<ul style="list-style-type: none"> <li>- All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. The definition "employment" includes employment at all CSU campuses as well as other California state employment.</li> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period.</li> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a "qualifying exigency" that arises from a covered family member's active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO)	Not applicable
Holiday, Compensating Time Off (Article 13)	If not paid in cash, subject to holiday CTO provision.
Holiday, Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (Article 13)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off (Article 13)	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed. An employee in pay status on the day a holiday is officially observed shall be entitled to the holiday. Only when a holiday is scheduled for official observance on a Friday or Monday (in accordance with provision 13.3), and the employee works on the Saturday or Sunday of the actual holiday and not on the Friday or Monday of the official observance, shall the employee be entitled to that single holiday on the Saturday or Sunday on which the holiday occurred.
Jury Duty (Article 15, HR/Benefits 2004-22)	Normal salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation or

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	CTO credits may be used to cover time off. Employee shall be docked for non-compensable absence.
Leave of Absence (Article 16)	A full-time or part-time permanent employee may be granted a full or partial leave of absence without pay which shall normally be limited to one (1) year for the following purposes or reasons: <ul style="list-style-type: none"> <li>- loan of employee to another governmental agency;</li> <li>- outside employment that would lessen the impact of a potential layoff or layoff;</li> <li>- temporary incapacity due to illness or injury;</li> <li>- family leave; and</li> <li>- other satisfactory reasons.</li> </ul>
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML) (Article 16)	Leave of absence for the purpose of pregnancy, childbirth or the recovery there from of a female employee. Period of leave is determined by the employee and a permanent employee is entitled up to one (1) year of leave without pay. ECML tracks with California Pregnancy Disability Leave (CPDL) and CSU Family Medical Leave (CSU FML) and an employee may utilize leave credits before going on any unpaid portion of ECML.
Maternity/Paternity/Adoption (Article 15)	Up to fifteen (15) consecutive workdays with pay which shall commence upon the birth or placement of a child up to the age five (5) and runs concurrently with other maternity/paternity, pregnancy disability and/or family care and medical leave provisions of Article 16.
Military Leave - Employee (Article 15, HR 2001-25)	Emergency, Temporary and Indefinite leaves granted in accordance with State and Federal laws.
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1)-year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five consecutive calendar days in any one (1)-year period to any employee who is donating his/her bone marrow to another person.
Pregnancy Disability Leave (Article 16) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months of leave for a female employee. Separate and distinct from the twelve (12) week family leave provision, however, may run concurrent with the period of maternity leave available to a permanent employee.
Professional Development Time (Article 28)	Includes paid release time when work-related training is required by appropriate administrator. When an employee is required to

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	take work-related training during nonworking hours, such time shall be counted as hours worked for the purpose of computing overtime pay.
Sick Leave – Accrual (Article 15)	Up to eight (8) hours per qualifying month of service. Pro rata accrual for less than full-time.
Sick Leave Usage – Bereavement (Article 15)	Up to forty (40) hours per calendar year.
Sick Leave Usage – Family Care (Article 15)	Up to seven (7) days per calendar year, with additional usage upon authorization of the appropriate administrator.
Sick Leave Usage – Maternity (Article 15)	As determined by the appropriate administrator.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
State Service Crediting (Article 14)	For purposes of computing vacation accrual rate, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed one month of service.
Temporary Suspension Leave (Article 10)	The President may temporarily suspend with pay an employee for reasons related to (a) the safety of persons or property, or (b) the prevention of the disruption of programs and/or operations, or (c) investigation for formal notice of disciplinary action.
Union Business Release Time (Article 4)	A reasonable amount of release time shall be provided for purposes of official meet and confer sessions.
Union Leave	Not applicable
Vacation – Accrual Rate (Article 14)	Service Requirement Method. Pro rata accrual for less than full-time.
Vacation Maximum (Article 14)	272 hours for ten (10) or less years of qualifying service; 384 hours for more than ten (10 years of such service).
Voting Time Off (Article 15)	Up to two (2) hours of paid time off to be taken at beginning or end of shift for general, direct primary or presidential primary elections.

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## Academic Student Employees (R11)

**Important Note: Classifications excluded from a specific leave benefit type are shaded.**

NOTE: The following summary is intended to provide an overview of current leave program information. Please refer to the collective bargaining agreement (CBA) or CSU policy for detailed program information.

Leave Type	Benefit	TA - 12 mo	TA - AY	GA - 12 mo	GA - AY	ISA
Absence as a Witness – Serving in the CSU's Interest (CSU Legal Opinion L69- 363)	Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be remitted to the CSU to continue CSU compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation shall be used in such cases.  Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation credits, or the employee shall be docked for period of absence.					
Absence as a Witness – Not Serving in the CSU's Interest	Employee shall be charged vacation time or employee shall be docked for non-compensable absence.					
Adoption/Foster Care for Children Age 6 to 18	Not applicable					
Bereavement (Funeral) Leave (Article 14)	Two (2) days with pay for each death of an immediate family member, or three (3) days with pay if travel of over 500 miles is required.					
Catastrophic Leave Donations (Title 5, Section 42933) (Article 14)	16 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.					
Catastrophic Leave – Family Care (Title 5, Section 42931) (Article 14)	16 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.					

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Leave Type	Benefit	TA - 12 mo	TA - AY	GA - 12 mo	GA - AY	ISA
Citizen's Necessity	Not applicable					
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU	Not applicable					
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	Not applicable					
Emergency Leave	Not applicable					
Family Care/Medical Leave (Article 14) CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	<ul style="list-style-type: none"> <li>- Employees must have one (1) year of service, and have worked at least 1,250 hours in the 12 months preceding the leave.</li> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period.</li> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>					
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a “qualifying exigency” that arises from a covered family member’s active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>					
Holiday, Alternate Day Off (ADO)	Not applicable					
Holiday, Compensatory Time Off	Not applicable					

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Leave Type	Benefit	TA - 12 mo	TA - AY	GA - 12 mo	GA - AY	ISA
Holiday, Credit	Not applicable					
Holiday, Informal Time Off	As granted by the Governor					
Holiday, Personal (FSR 84-21, Title 5, Section 42920) (Article 12)	One (1) day per calendar year; forfeited if not used by 12/31.					
Holiday Time Off	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day holiday is observed.					
Jury Duty (HR/Benefits 2004-22) (Article 14)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. An hourly employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work.					
Leaves of Absence (Title 5, Sections 43100) (Article 14)	<ul style="list-style-type: none"> <li>- Up to two (2) years unpaid leave with requests for extension not to exceed one (1) year for each request.</li> <li>- Administrative leave may be granted by the President or Chancellor as appropriate in the event of a natural catastrophe or an emergency situation that places the health or safety of the employee in jeopardy, normally of short duration.</li> <li>- For illness or injury, the unpaid leave of absence may not extend beyond the expiration date of the appointment.</li> </ul>					
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	Not Applicable					
Maternity/Paternity/ Adoption Leave	Not Applicable					
Military Leave - Employee (Title 5, Section 43095, HR 2001-25) (Article 14)	Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.					
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States,					

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Leave Type	Benefit	TA - 12 mo	TA - AY	GA - 12 mo	GA - AY	ISA
	National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.					
MPP Paid Administrative Leave	Not applicable					
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.					
Pregnancy Disability Leave (Article 14) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months of leave for a female employee, but not to exceed the end of the employee's appointment. Separate and distinct from the twelve (12) week family leave provision.					
Professional Development Time	Not Applicable					
Sick Leave – Accrual (Title 5, Section 42726) (Article 20)	Following completion of one qualifying pay period, up to eight (8) hours. Pro rata accrual for less than full-time.					
Sick Leave Usage – Bereavement (Article 14)	Bereavement Leave may be supplemented with available sick leave.					
Sick Leave Usage – Family Care (HR 99-05) (Article 20)	Up to five (5) days of accrued sick leave credits may be used for family care during any one (1) calendar year.					
Sick Leave Usage – Maternity (Article 20)	As authorized by the appropriate administrator.					
Sick Leave Restoration (Article 20)	An employee returning to CSU employment within ten (10) months following the date of separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, this provision does not apply.					
State Service Crediting	For purposes of computing credit for					

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Leave Type	Benefit	TA - 12 mo	TA - AY	GA - 12 mo	GA - AY	ISA
(Title 5, Section 42700[aa]) (Article 24)	vacation with pay, a qualifying monthly pay period means a monthly pay period during which an employee is in pay status for eleven (11) or more workdays. Omission from pay status for more than eleven consecutive workdays within two consecutive monthly pay periods bars one such period from being qualified.					
Temporary Suspension Leave (Article 6)	Employee may be placed on an Investigatory Leave with full pay, not to exceed what employee would have earned prior to the leave.					
Union Business Release Time (Article 22)	Reimbursable compensation provided by the CSU on a 12-month per year basis, including all pay and benefits for four (4) full time equivalent (FTE) employees.					
Union Leave	Not applicable					
Vacation – Accrual Rate (Article 24)	16 hours per month for full-time employees, less than full-time shall be entitled on a pro rata basis.					
Vacation Maximum (Article 24)	80 hours.					
Voting Time Off (California Elections Code Section 14000)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential election.					

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## California State University Employees' Union Head Start Employees (Unit 12) – San Francisco Campus Only

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in the CSU's Interest (Article 14, HR/Benefits 2004-22, HR/Leaves 2007-01)	<p>Situation A: Normal salary for the corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be remitted to the CSU or an amount equal to the fees shall be deducted from the employee's salary. No vacation or compensatory time off (CTO) shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave be remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation or CTO credits, or the employee shall be docked for period of absence.</p> <p>Situation C: Any employee serving as a court-subpoenaed witness on a holiday or while on vacation or on compensatory time off (CTO) shall serve on their own time.</p>
Absence as a Witness – Not Serving in the CSU's Interest (Article 14)	Employee shall be charged vacation or CTO for time, or employee shall be docked for period of non-compensable absence.
Adoption/Foster Care for Children Age 6 to 18	Not applicable
Bereavement (Funeral) Leave (Article 14)	Three (3) days with pay for each death of an immediate family member.
Catastrophic Leave Donations (Article 14)	40 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Article 14)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen's Necessity	Not applicable
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU (Article 18)	CTO must be taken within thirty (30) days of being earned, or it will be paid off within two pay periods following the 30 day period in which it was earned.
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	Not applicable
Emergency Leave	Not applicable
Family Care/Medical Leave (Article 15)	<ul style="list-style-type: none"> <li>- Must have at least 12 months of service</li> <li>- Eligible employees are entitled to CSU FML without pay</li> </ul>

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Leave Type	Benefit
CSU Family Medical Leave (CSU FML) (HR 2009-11, HR 99-05)	<p>for a total of twelve (12) weeks in a twelve (12) month period.</p> <ul style="list-style-type: none"> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.</li> </ul>
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a “qualifying exigency” that arises from a covered family member’s active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>
Holiday, Alternate Day Off (ADO)	Not applicable
Holiday, Compensating Time Off	Not applicable
Holiday, Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (Article 13)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off (Article 13)	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed. An employee on a leave of absence without pay or in other non-pay status on a day a holiday is officially observed shall not be entitled to the holiday.
Jury Duty (Article 14, HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal jury duty if fees are remitted to the CSU. If employee retains jury duty fees, available vacation or CTO credits may be used to cover time off. An hourly employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work.
Leaves of Absence (Article 15)	<p>A full-time or permanent part-time employee may be granted a full or partial leave of absence without pay for up to one (1) year for the following purposes or reasons:</p> <ul style="list-style-type: none"> <li>- loan of an employee to another governmental agency;</li> <li>- family leave;</li> <li>- outside employment that would lessen the impact of a potential layoff or a layoff;</li> <li>- temporary incapacity due to illness or injury;</li> <li>- other satisfactory reasons.</li> </ul>
Maternity Leave per Education Code Section 89519	Leave of absence for the purpose of pregnancy, childbirth or the recovery there from of a female employee. Period of leave is

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Maternity Leave (ECML) (Article 15)	determined by the employee and a permanent employee is entitled up to one (1) year of leave without pay. ECML tracks with California Pregnancy Disability Leave (CPDL) and CSU Family Medical Leave (CSU FML) and an employee may utilize leave credits before going on any unpaid portion of ECML.
Maternity/Paternity/Adoption (Article 14)	Up to thirty (30) workdays with pay per calendar year, taken consecutively unless mutually agreed otherwise by the employee and appropriate administrator, which shall commence within sixty (60) days of the arrival of a new child and shall only be taken in daily increments.
Military Leave - Employee (Article 14, HR 2001-25)	Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on leave from deployment.
MPP Paid Administrative Leave	Not applicable
Organ Donor/Bone Marrow Leave (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Pregnancy Disability Leave (Article 15) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945)	Up to four (4) months of leave for a female employee. Separate and distinct from the twelve (12) week family leave provision.
Professional Development Time (Article 20)	When an employee is required to take work-related training, the employee shall be granted release time if it occurs during working hours. If work-related training is during non-working hours, the employee shall be granted overtime pay or compensating time of, as determined by the appropriate administrator.
Sick Leave – Accrual (Article 14)	Up to eight (8) hours per qualifying pay period. Pro rata accrual for less than full-time. Sick leave may be accumulated without limits.
Sick Leave Usage – Bereavement (Article 14)	Upon written request, the appropriate administrator may authorize the use of accrued sick leave for funeral leave.
Sick Leave Usage – Family Care (Article 14)	Up to five (5) days of accrued sick leave may be used for emergency family care during any one (1) calendar year. An additional ten (10) days may be approved by the appropriate administrator.
Sick Leave Usage – Maternity	For the period of time covering the date of childbirth and

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(Article 14)	immediate physical recovery there from, normally fifteen (15) days may be charged, with a physician's verification of disability required for the use of earned sick leave in excess of fifteen (15) days.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
State Service Crediting (Article 13)	For purposes of computing vacation credit, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed a month, a qualifying month of service or continuous service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying monthly pay periods, one (1) of the pay periods is disqualified.
Temporary Suspension Leave (Article 11)	The President may temporarily suspend with pay an employee for reasons related to (a) the safety of persons or property, or (b) the prevention of the disruption of programs and/or operations, or (c) investigation for formal notice of disciplinary action.
Union Business Release Time (Article 5)	Release time provided to up to five (5) represented employees to attend each scheduled meet and confer session. Additional release time shall be provided on an individual basis to meet special needs related to transportation and work schedules.
Union Leave (Article 5)	Without loss of compensation, such a leave may be partial or full-time which may not be more than one (1) year in duration and may be used on an hour-for-hour basis. An employee on such a leave shall continue to earn service credit and retirement credit, and it shall not constitute a break in continuous service for the purpose of salary adjustments, sick leave, vacation or seniority.
Vacation – Accrual Rate (Article 13)	Service Requirement method for eligible employees. Pro rata accrual for less than full-time.
Vacation Maximum (Article 13)	272 hours for ten (10) or less years of qualifying service; 440 hours for more than ten (10) years of such service.
Voting Time Off (Article 14)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential election.