

Date: February 2, 2012

Code: TECHNICAL LETTER
HR/Leaves 2012-01
Supplement #1

To: Human Resources Officers
Benefits Officers
Payroll Managers

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management

Subject: Leave Program Information – Updated Language

Overview

Audience: Human Resources Officers, 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

The Leave Program Information Technical Letter was updated to reflect changes pertaining to Unit 4 employees on alternate workweek schedules.

Campus Human Resources Officers, 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.

The leave policies and guidelines referenced in Attachment A and the appropriate Leave Program Summary Information by Employee Category (Attachment C) have been updated and/or amended to reflect the following changes:

Academic Professionals of California (Unit 4)

- Attachment A, Alternate Workweek Schedules – the Holidays section was amended to be in accordance with APC's current collective bargaining agreement.
- Attachment C – Updates were made to the Holiday Time Off language.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
All Campus Vice Presidents
Associate Vice Presidents/Deans of Faculty

Human Resources Officers
Benefits Officers
Payroll Managers
Employee Relations Designees

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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