The California State University
SYSTEMWIDE HUMAN RESOURCES

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Code: **TECHNICAL LETTER HR/Leaves 2013-01**

To: Human Resources Officers
Payroll Managers

From: Evelyn Nazario
Associate Vice Chancellor
Human Resources Management & CO HR Services

Subject: **Leave Update for Unit 3 Counselor Intern Employees**

Overview

Audience:	Payroll Managers, Human Resources Officers, and/or designee(s) responsible for processing/administering time and attendance
Action Item:	Campuses must update appointee vacation balances to the correct vacation accrual rate
Affected Employees:	Unit 3 employees in Counselor Intern classifications (Class codes 2436, 2437, and 2338)

Summary

This Technical Letter provides an update to the vacation accrual rate for the previously established Counselor Intern classifications (Class codes 2436, 2437, and 2338). The changes are effective October 1, 2012.

Campus Payroll Managers, Human Resources Officers, and/or designee(s) responsible for processing/administering time and attendance should review the remainder of this Technical Letter for further information.

The purpose of this Technical Letter is to advise campuses of the vacation accrual rate change to the Counselor Intern classifications and to request campuses to correct the vacation balances of employees affected by this change.

Pursuant to HR 2012-12 and HR/Salary 2012-12, the Counselor Intern series was implemented in Unit 3 effective October 2012 pay period. The Counselor Intern series consists of the following classifications:

- Post-Masters Counselor Intern (Class code 2436)
- Pre-Doctoral Counselor Intern (Class code 2437)
- Post-Doctoral Counselor Intern/Fellow (Class code 2338)

The vacation accrual rate initially established for these classifications pursuant to the HR Letters noted above and corresponding Pay Letter 2012-05 indicated that the vacation accrual rate was based upon the "service rate

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method" (6.67 hours per qualifying pay period). However, the vacation accrual rate implemented for these classifications in Absence Management was based upon a "2 day per month" accrual, prompting campuses to manually adjust an affected employee's leave accrual balance from 16 hours to 6.67 hours per qualifying pay period in the leave system.

Subsequent to the October 2012 implementation, Systemwide Compensation determined that these Counselor Intern classifications should be based upon a "2 day per month" vacation accrual method. Due to this update, campuses are required to audit for individuals appointed in the Counselor Intern classifications and correct their vacation balances to ensure that vacation accruals are based upon a "2 day per month" method. The CSU Salary Schedule will be modified to incorporate the change in vacation accrual rate.

Common Management Systems (CMS) Processing Instructions

The Absence Management leave accounting system is currently set to 16 hours a month appropriately.

Questions regarding this Technical Letter may be directed to Human Resources Management at (562) 951-4411. This document is also available on the Human Resources Management Web site at: http://www.calstate.edu/HRAdm/memos.shtml.

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