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HR/Benefits 2002-07
Supplement #1

To: Human Resources Directors
Benefits Officers

From: Cathy Robinson, Senior Director
Human Resources Administration



Subject: Maternity/Paternity/Adoption Leave Update – Unit 4 Employees

HR/Benefits 2002-07, as a result of a grievance settlement, provided an updated interpretation of the Maternity/Paternity/Adoption Leave benefit for Academic Professionals of California (Unit 4) employees. The purpose of this supplement is to clarify the interpretation as noted below.

Paid Maternity/Paternity Leave, pursuant to provision 20.14 and 22.8 of the collective bargaining agreement must be initiated within one (1) year of the birth of a child or placement of a child with the employee in the case of adoption/foster care. These days do not have to be taken consecutively.

The other terms of Article 20.14 remain unchanged. A revised Maternity/Paternity/Adoption Leave Program summary is attached.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This technical letter is also available on the Human Resources Administration's web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>.

CR/pc
Attachment

Distribution: All With Attachment

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Paid Maternity/Paternity/Adoption Leave

The Maternity/Paternity/Adoption leave is a **paid** leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. This type of absence is not charged against the employee's leave credits, and the amount of paid days received is based on employee category.

Paid Maternity/Paternity/Adoption leave runs concurrently with any other related leaves for which the employee is eligible. The chart below is a reference that can be used to determine the amount of paid maternity/paternity/adoption leave an employee is entitled to under this program.

Employee Category	Number Of Eligible Paid Days	Timeframe Guidelines for the Paid Maternity/Paternity/Adoption Leave
Unit 1 (Physicians)	20 Days	Commences with the arrival of the employee's new child, and days run consecutively.
Units 2, 5, 7, 9 (CSEA)	30 Days	Commences within 60 days of the arrival of the new child. Once the leave begins, the days run consecutively. Leave may only be taken in daily increments.
Unit 3 (Faculty)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively.
Unit 4 (Academic Support)	20 Days	Must be initiated within one year of the new child's arrival. Days do not have to be taken consecutively.
Unit 6 (Skilled Trades)	<i>None</i>	<i>Not available to employees within this employee category.</i>
Unit 8 (Public Safety)	20 Days	Commences with the arrival of the employee's new child, and days run consecutively.
Unit 10 (IUOE)	<i>None</i>	<i>Not available to employees within this employee category.</i>
Confidential (C99)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively. Leave may only be taken in daily increments.
Management Personnel Plan (MPP) (M80)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively.
Executive (M98)	20 Days	Commences with the arrival of the new child, and days run consecutively.
Excluded (E99, including TAs)	<i>None</i>	<i>Not available to employees within this employee category.</i>

References:
 Represented Employees - Appropriate C/B agreement
 C99, M80 – HR 2002-21; HR 1999-09
 M98 – HR 99-10