


THE CALIFORNIA STATE UNIVERSITY  
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**Date:** July 27, 2004 **Code:** HR 2004-23

**To:** CSU Presidents

**From:** Jackie R. McClain   
Vice Chancellor  
Human Resources

**Subject:** **Benefits Update – Maternity/Paternity/Adoption Leave for Management and Confidential Employees**

Effective August 1, 2004, the Maternity/Paternity/Adoption Leave for Management Personnel Plan (MPP) and Confidential employees is revised to provide scheduling flexibility as indicated below:

The Maternity/Paternity/Adoption Leave is thirty (30) consecutive (work) days of paid leave commencing within 60 days after the arrival of a new child. This paid leave applies to the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Paid Maternity/Paternity/Adoption Leave runs concurrently with other related leaves for which the employee is eligible.

Upon mutual agreement and on an exception basis, the scheduling of the Maternity/Paternity/Adoption Leave may be modified to meet the operational needs of the campus.

Please note that this leave may be taken in daily increments only.

The Maternity/Paternity/Adoption Leave chart has been updated and is attached for your reference.

If you have any questions, please contact Pamela Chapin in Human Resources Administration at (562) 951-4414 or via e-mail at [pchapin@calstate.edu](mailto:pchapin@calstate.edu). This Human Resources memorandum is also available on Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMCC/pc

Attachment

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**Distribution:**

Chancellor  
Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
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Human Resources Directors  
Benefit Officers  
SOSS Director

### **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)	30 Days	Commences with the arrival of the employee's child, and days run consecutively. Scheduling of leave may be modified by mutual agreement.
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. Upon mutual agreement and on an exception basis, the scheduling of the leave may be modified to meet the operational needs of the campus.
Management Personnel Plan (MPP) (M80)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively. Upon mutual agreement and on an exception basis, the scheduling of the leave may be modified to meet the operational needs of the campus.
Executive (M98)	30 Days	Commences within 60 days of 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		
*Effective July 1, 2004 Represented Employees – Appropriate C/B Agreement		Non-Represented Employees: C99, M80 – HR 2004-23; HR 2002-21; HR 1999-09 M98 – HR 2002-32