


THE CALIFORNIA STATE UNIVERSITY
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Date: July 22, 2004

Code: TECHNICAL LETTER
HR/Benefits 2004-16
Supplement #1

To: Human Resources Directors
Benefit Officers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: Benefits Update – Maternity/Paternity/Adoption Leave For Skilled Crafts Employees (Unit 6)

As previously stated in HR/Benefits 2004-16, the State Employees' Trades Council (SETC - Unit 6) was granted maternity/paternity/adoption leave as follows:

An employee appointed in a Unit 6 position shall be entitled to up to thirty (30) workdays of maternity/paternity/adoption leave with pay, which shall commence upon the birth or placement of a child. Once the leave begins, the days must be taken consecutively.

Please note, however, that the scheduling of this leave may be modified by mutual agreement between the President and the employee.

The Maternity/Paternity/Adoption Leave grid has been updated accordingly (see 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/mh

Attachment

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Payroll Managers
Director, SOSS

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.
Management Personnel Plan (MPP) (M80)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively.
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>

*Effective July 1, 2004

References:
 Represented Employees - Appropriate C/B agreement
 C99, M80 - HR 2002-21; HR 1999-09
 M98 - HR 2002-32

Revised July 2004