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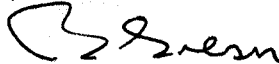
Code: TECHNICAL LETTER
HR/Leaves 2009-01

To: Human Resources Directors
Benefits Officers
Payroll Managers

Supersedes: HR/Leaves 2008-01
Supplement #1

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Reference: HR/EHDB 2009-01

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Subject: Title 5, California Code of Regulations Update – Paid Administrative Leave for Management Personnel Plan Employees

Overview

Audience: Human Resources Directors, Benefits Officers, Payroll Managers, and/or designee(s) responsible for administering leave programs

Action Item: Implement the revised guidelines for Paid Administrative Leave for Management Personnel Plan employees

Affected Employee Groups/Units: Management Personnel Plan (MPP) employees

Summary

A previous technical letter announced an amendment to Title 5 which established a paid administrative leave program for MPP employees. This technical letter updates the previous one to incorporate revised paid administrative leave documentation and reporting requirements. Campus Human Resources Directors, Benefits Officers, Payroll Managers, and/or designee(s) responsible for administering leave programs should review the remainder of this technical letter for further information.

Introduction

Technical Letter HR/Leaves 2008-01, Supplement #1, issued December 19, 2008, announced the Title 5, California Code of Regulations amendment which established a new leave program for Management Personnel Plan (MPP) employees. Section 42729 provides for "Paid Administrative Leave." Under this program, the Chancellor or campus President may grant or place an MPP employee on paid administrative leave pursuant to the guidelines prescribed. This technical letter has been updated to incorporate revised MPP paid administrative leave employment history and leave accounting documentation requirements. Changes are noted in underlined text below.

Distribution:

CSU Presidents
Associate Vice Presidents/Deans of Faculty
Vice Chancellor, Human Resources
Vice Presidents (all campus vice presidents)

Human Resources Directors
Benefits Officers
Payroll Managers
Employee Relations Designees

Text of Policy

Effective October 14, 2008, MPP employees became eligible for "Paid Administrative Leave" pursuant to Section 42729 of Title 5, California Code of Regulations, Division 5, Chapter 1, Subchapter 7, Article 2.2.

Under this program, the Chancellor or campus President may grant or place an MPP employee on paid administrative leave under any of the following circumstances:

Section 42729 (a)

Up to sixty (60) calendar days for reasons related to:

1. The safety or health of employees,
2. The prevention of the disruption of programs and/or operations,
3. An investigation of alleged misconduct by the employee or the employee's significant job performance issues, or
4. The best interest of the University.

The Chancellor or campus President may extend this leave for up to an additional sixty (60) calendar days in extraordinary circumstances deemed by the Chancellor or campus President to warrant such an extension.

Section 42729 (b)

Up to six (6) months to:

1. Develop, update or improve the employee's management or supervisory skills as part of a program or activity described in Title 5, Section 42727, or
2. Prepare an administrator with retreat rights to a faculty position to assume faculty responsibilities.

Employees continue to earn leave credits (e.g. sick, vacation) while on paid administrative leave. Section 42729 of Title 5 is available online via the [California Code of Regulations](#) website.

Requirements

The following methods will be implemented to document MPP paid administrative leave:

❖ **Attendance Reporting**

Paid administrative leave for MPP employees pursuant to Section 42729 will be a campus attendance reporting requirement. For example, campuses that utilize the state's "[Absence and Additional Time Worked Report](#)" form Std. 634, or their campus-amended version, provided via hardcopy or electronically, will need to add a new reporting code to denote "ADML" = MPP Paid Administrative Leave. Campuses are requested to review and revise, as appropriate, other attendance reporting forms and formats available to their employees to accommodate the recording of this new leave program.

❖ **Employment History System Reporting**

MPP paid administrative leave is required to be tracked in the PIMS and PeopleSoft employment history databases regardless of the duration period of the paid leave. Further details and coding information will be provided in a forthcoming technical letter communication.

❖ **Leave Accounting System Reporting**

MPP paid administrative leave will be a core requirement tracked in the Absence Management leave accounting system. Details on tracking this leave type will be provided in a forthcoming communication.

Questions regarding this technical letter may be directed to systemwide Human Resources at (562) 951-4411. This technical letter is also available on Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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