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Code: TECHNICAL LETTER
HR/Salary 2013-05

Reference: HR/Salary 2010-17

To: Payroll Managers
Human Resources Officers

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

Subject: Clarification on CSUEU's Holiday Provision – Alternate Day Off

Overview

Audience: Campus Payroll Managers, Human Resource Officers, and/or campus designees responsible for payroll administrative issues

Action Item: Information Only

Affected Employee Group(s)/Unit(s): Eligible CSUEU (Units 2, 5, 7 & 9) employees

Summary

This Technical Letter provides clarification on Alternate Day Off (ADO) provisions for California State University Employees' Union (CSUEU) (Units 2, 5, 7 & 9) employees.

Campus Payroll Managers, Human Resources Officers, and/or campus designees responsible for campus payroll administration should review the details of this Technical Letter.

We are updating the Alternative Day Off (ADO) provisions previously described in HR/Salary 2010-17 for California State University Employees’ Union (CSUEU) (Units 2, 5, 7 & 9) employees with alternate/compressed or non-traditional work schedules to comply with Article 14.12 of the CSU/CSUEU CBA.

Clarification on Alternate Day Off (ADO) Provisions

Under the CSU/CSUEU CBA, CSUEU employees assigned to alternate/compressed or non-traditional work schedules who utilize ADO will receive the entire day off.

For example, an employee is normally scheduled to work ten (10) hours on Mondays and Tuesdays and five (5) hours on Wednesdays and Thursdays. If a holiday is observed on a Friday and the employee is not normally scheduled to work Fridays, the employee is entitled to an ADO that is equivalent to the employee’s workday. In accordance with the Watkins decision, the number of hours observed for the employee’s ADO is not equivalent to the employee’s timebase equivalency (employee’s 30 hour workweek is a .75 time base, which is equivalent to 6 hours). Upon a mutual agreement between the employee and the appropriate administrator, the employee shall be excused from a full day off of work on the day the ADO is scheduled to be observed, regardless of the number of hours the employee is normally scheduled to work. In this example, the employee should not receive less than ten hours.
(10) hours of holiday time on Monday or Tuesday nor more than five (5) hours on Wednesday or Thursday. The employee shall receive the benefit of a full day off of work while, at the same time, not increasing his/her pay for the week.

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