

California State University Employees’ Union (CSUEU)
(Units 2, 5, 7, and 9)

NOTE: The following summary is intended to provide an overview of leave program information. Please refer to the respective collective bargaining agreement (CBA) or CSU policy for detailed program information.

Leave Type	Benefit
Absence as a Witness – Serving in the CSU’s Interest (Article 15, HR/Benefits 2004-22)	<p>Situation A: Normal salary for corresponding period of absence for court-subpoenaed or expert witness in the interest of the CSU. Proof of Service for state, or for federal, court fees shall be provided to the CSU to continue CSU compensation and benefits. Otherwise, an amount equal to the fees shall be deducted from the employee’s salary. No vacation or CTO shall be used in such cases.</p> <p>Situation B: Federal court fees in excess of regular earnings may be retained and only an amount equal to the compensation paid the employee while on leave be remitted, or if entire fees are retained by employee, time taken off shall be charged to available vacation or CTO credits, or the employee shall be docked for period of absence.</p> <p>Situation C: If court appearance is required outside of and not continuous with employee’s regular work schedule, employee shall be compensated pursuant to call-back pay requirements of Provision 19 only if he/she is required to appear in court as a result of the exercise of his/her duties during working hours.</p>
Absence as a Witness – Not Serving in the CSU’s Interest (Article 15)	Employee shall be charged vacation or CTO for time, or employee shall be docked for non-compensable absence.
Bereavement (Funeral) (Article 15)	Five (5) days with pay for each death of a significantly close relative or immediate family member.
Catastrophic Leave Donations (Article 15)	40 hours = maximum number of irrevocable vacation and/or sick leave hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Article 15)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen’s Necessity	Not applicable
Compensating Time Off (CTO) (Article 19 and Appendix C) (FLSA Section [7][o][3][A])	120 hours = accrual maximum as of December 31 st . CTO in excess of 120 hours as of December 31 st must be paid in cash by February 1. Exception (Head Resident I and II, codes 9687-9688): CTO in excess of 240 hours must be paid in cash, in the pay period earned.

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Emergency Leave	Not applicable
Family Care/Medical Leave (Article 16) CSU Family Medical Leave (CSU FML) (HR 99-05)	<ul style="list-style-type: none"> - All full-time and part-time employees employed for at least one academic year or 12 months (not necessarily continuous) preceding the leave. The definition of “employment” includes employment at all CSU campuses as well as other California state employment. - Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period. - Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML. - In the case of the birth or adoption/foster care of a child by the employee, leave taken shall be initiated within one (1) year of the birth or placement as appropriate.
Holiday, Alternate Day Off (ADO) (Article 14)	If an employee is on a compressed work schedule and the holiday is observed on a non-workday, the employee shall be entitled to the number of holiday hours equal to their normal workday. <u>This holiday must be used within ninety (90) days after the holiday was observed.</u> An employee on a leave of absence without pay, or in other non-pay status on a day a holiday is officially observed, shall not be entitled to the holiday.
Holiday, Compensating Time Off (Article 14)	If not paid in cash, subject to holiday CTO provisions. Employees not eligible for overtime shall receive time off earned at the straight time rate.
Holiday Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (Article 14)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off (Article 14)	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed.
Jury Duty (Article 15, HR/Benefits 2004-22)	Regular salary received for time spent on jury duty if Proof of Service for state, or for federal, jury duty fees are remitted to the CSU. If employee retains jury duty fees, available vacation or CTO credits may be used to cover time off. An hourly employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work. Employee shall be docked for non-compensable absence.
Leave of Absence	A full-time employee or part-time permanent employee

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(Article 16)	<p>may be granted a full or partial leave of absence without pay for up to one (1) year for the following purposes or reasons:</p> <ul style="list-style-type: none"> - loan of employee to another governmental agency; - outside employment that would lessen the impact of a potential layoff or layoff; - family leave; - temporary incapacity due to illness or injury; - other satisfactory reasons.
Maternity Leave (Article 16)	Subject to Leave of Absence provisions.
Maternity/Paternity/Adoption (Article 15, HR/Benefits 2004-19)	Up to thirty (30) consecutive workdays with pay, unless mutually agreed otherwise by the employee and appropriate administrator, which shall commence within sixty (60) days of the arrival of a new child, and runs concurrently with any other related leaves for which the employee is eligible.
Military Leave (Article 15, HR 2001-25)	Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.
Organ Donor Program (HR 2003-04)	A paid leave of absence not exceeding thirty (30) consecutive calendar days in any one (1) year period for any employee who is donating his/her organ to another person; a paid leave of absence not exceeding five (5) consecutive calendar days in any one (1) year period to any employee who is donating his/her bone marrow to another person.
Pregnancy Disability Leave (Article 16) California Pregnancy Disability Leave (CPDL) (Govt. Code 12945[b][2])	Up to four (4) months of leave for a female employee. Separate and distinct from the twelve (12) week family leave provision.
Professional Development Time (Article 22)	<p>General Training: When an employee is required to take work-related training, the employee shall be granted release time if it occurs during working hours. If work-related training is during non-working hours, a non-exempt employee shall be granted overtime pay or compensating time off, subject to Article 19. Overtime shall include authorized time spent in travel.</p> <p>Exams: Eligible employees shall be granted release time to take examinations to maintain specialized licenses required by the CSU, except for a DMV Class C operator license.</p> <p>Unit 2 Employees: May receive thirty-two (32) hours per calendar year for participation in continuing education</p>

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	activities for full-time employees; pro rata for less than full time. In cases where thirty-two (32) hours are not approved in a given calendar year, a maximum of forty-eight (48) hours may be granted in the year immediately following. Time spent in continuing education activities during regularly scheduled work hours shall be counted as work time. Attendance outside of regular work hours may be supported by the CSU at the discretion of the President.
Sick Leave – Accrual (Article 15)	Up to eight (8) hours per qualifying month of service. Pro rata accrual for less than full-time. Sick leave may be accumulated without limits.
Sick Leave Usage – Bereavement (Article 15)	The appropriate administrator may authorize the use of accrued sick leave for bereavement due to death of a person in the immediate family.
Sick Leave Usage – Family Care (Article 15)	Up to five (5) days, [forty (40) hours], per calendar year unless authorized for more by appropriate administrator.
Sick Leave Usage – Maternity (Article 15)	For the period of time covering the date of childbirth and immediate physical recovery therefrom, normally fifteen (15) days may be charged, with a physician’s verification of disability required for the use of earned sick leave in excess of fifteen (15) days.
Sick Leave Restoration	An employee returning to CSU employment within six (6) months following the date of permanent separation shall be credited by the appointing authority with the sick leave balance at the time of separation from the previous position. If the employee has been appointed to a class in which sick leave is not earned, the previously earned sick leave balance, although restored, is not available for use until such time as the employee is appointed to a position in which the employee is eligible to accrue and use sick leave.
State Service Crediting (Article 14)	For purposes of computing vacation credit, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed a month, a month of service or continuous service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying monthly pay periods, one (1) of the pay periods is disqualified.
Temporary Suspension Leave (Article 12)	The President may temporarily suspend with pay an employee for reasons related to (a) the safety of persons or property, or (b) the prevention of the disruption of programs and/or operations, or (c) investigation for formal notice of disciplinary action.
Union Business Release Time	Release time shall be provided to attend Board of Trustee

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(Articles 5, 8, 27)	meetings and for each scheduled meet and confer session and may include granting no more than one (1) additional day prior to the scheduled meet and confer session for eligible employees. Upon request of the Union, the President may authorize up to one (1) year unpaid leave of absence for union business. Refer to release time provisions under the Grievance Procedure and Labor Management Committee articles.
Union Leave (Article 5)	Without loss of compensation, such a leave may be partial or full-time and shall not be less than one (1) day for exempt employees, and shall be on an hour for hour basis for non-exempt employees. No leave may be more than one (1) year in duration. An employee on such a leave shall continue to earn service credit and retirement credit, nor shall it constitute a break in continuous service for the purpose of salary adjustments, sick leave, vacation or seniority. CSU shall be reimbursed for all compensation paid and incidental costs.
Vacation Accrual Rate (Article 14)	Service Requirement method for eligible employees. Pro rata accrual for less than full-time. Employees serving in academic or cruise year appointments do not accrue vacation credits and are not eligible for paid vacation.
Vacation Maximums (Article 14)	272 hours for ten (10) or less years of qualifying service; 384 hours for more than ten (10) years of such service.
Voting Time Off (Article 15)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential primary election.