

Leave Type	Benefit	TA - 12 mo	TA - AY	GA - 12 mo	GA - AY	ISA
(CTO) Annual Maximum – per Collective Bargaining Agreement/MOU						
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	Not applicable					
Emergency Leave	Not applicable					
Family Care/Medical Leave CSU Family Medical Leave (CSU FML) (HR 99-05) (Article 14)	<ul style="list-style-type: none"> - Employees must have one (1) year of service, and have worked at least 1,250 hours in the 12 months preceding the leave. - 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. 					
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	<p>The following types of leave are available:</p> <p>Up to twenty-six (26) weeks of leave to care for a covered family member who sustains a serious injury or illness in the line of duty while on active duty in the U.S. Armed Forces.</p> <p>Up to twelve (12) weeks of leave to deal with a “qualifying exigency” that arises from a covered family member’s active duty, or call to active duty, in the U.S. Armed Forces in support of a contingency operation.</p>					
Holiday, Alternate Day Off (ADO)	Not applicable					
Holiday, Compensatory Time Off	Not applicable					
Holiday, Credit	Not applicable					
Holiday, Informal Time Off	As granted by the Governor					

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Holiday, Personal (FSR 84-21, Title 5, Section 42920) (Article 12)	One (1) day per calendar year; forfeited if not used by 12/31.					
Holiday Time Off	The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day holiday is observed.					
Jury Duty (HR/Benefits 2004-22) (Article 14)	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. An hourly employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work.					
Leaves of Absence (Title 5, Sections 43100) (Article 14)	<ul style="list-style-type: none"> - Up to two (2) years unpaid leave with requests for extension not to exceed one (1) year for each request. - Administrative leave may be granted by the President or Chancellor as appropriate in the event of a natural catastrophe or an emergency situation that places the health or safety of the employee in jeopardy, normally of short duration. - For illness or injury, the unpaid leave of absence may not extend beyond the expiration date of the appointment. 					
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	Not Applicable					
Maternity/Paternity/Adoption Leave	Not Applicable					
Military Leave - Employee (Title 5, Section 43095, HR 2001-25) (Article 14)	Emergency, Temporary and Indefinite leaves shall be granted to employees in accordance with state and federal law.					
Military Spouse/Domestic Partner Leave (Assembly Bill 392, Chapter 361, HR 2007-19)	Up to ten (10) days unpaid leave to a qualified employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard, or Reserves serving in a combat zone or combat theater, and is on					

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MPP Paid Administrative Leave	Not applicable					
Organ Donor/Bone Marrow Leave (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 14) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945[b][2])	Up to four (4) months of leave for a female employee, but not to exceed the end of the employee's appointment. Separate and distinct from the twelve (12) week family leave provision.					
Professional Development Time	Not Applicable					
Sick Leave – Accrual (Title 5, Section 42726) (Article 20)	Following completion of one qualifying pay period, up to eight (8) hours. Pro rata accrual for less than full-time.					
Sick Leave Usage – Bereavement (Article 14)	Bereavement Leave may be supplemented with available sick leave.					
Sick Leave Usage – Family Care (HR 99-05) (Article 20)	Up to five (5) days of accrued sick leave credits may be used for family care during any one (1) calendar year.					
Sick Leave Usage – Maternity (Article 20)	As authorized by the appropriate administrator.					
Sick Leave Restoration (Article 20)	An employee returning to CSU employment within ten (10) months following the date of 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, this provision does not apply.					
State Service Crediting (Title 5, Section 42700[aa])	For purposes of computing credit for vacation with pay, a qualifying monthly pay					

TECHNICAL LETTER
 HR/Leaves 2009-02
 ATTACHMENT C

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(Article 24)	period means a monthly pay period during which an employee is in pay status for eleven (11) or more workdays. Omission from pay status for more than eleven consecutive workdays within two consecutive monthly pay periods bars one such period from being qualified.					
Temporary Suspension Leave (Article 6)	Employee may be placed on an Investigatory Leave with full pay, not to exceed what employee would have earned prior to the leave.					
Union Business Release Time (Article 22)	Reimbursable compensation provided by the CSU on a 12-month per year basis, including all pay and benefits for four (4) full time equivalent (FTE) employees.					
Union Leave	Not applicable					
Vacation – Accrual Rate (Article 24)	16 hours per month for full-time employees, less than full-time shall be entitled on a pro rata basis.					
Vacation Maximum (Article 24)	80 hours.					
Voting Time Off (California Elections Code Section 14000)	Up to two (2) hours of paid time off to vote at a general, direct primary, or presidential election.					