

**California Federation of the Union of American  
 Physicians and Dentists  
 (Unit 1)**

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 remitted to the CSU. Otherwise, an amount equal to the fees shall be deducted from the employee's salary. No vacation 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 the employee shall be docked for period of absence.</p>
Absence as a Witness – Not Serving in the CSU's Interest (Article 15)	Employee shall be charged vacation or holiday credit for time, or employee shall be docked for non-compensable absence.
Bereavement (Funeral) Leave (Article 15, HR/Benefits 2004-20)	Five (5) days with pay for each death of a significantly close relative.
Catastrophic Leave Donations (Article 14)	16 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 14)	16 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 Annual Maximum – per Collective Bargaining Agreement/MOU	Not applicable
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	Not applicable
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"> <li>- 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.</li> </ul>

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	<ul style="list-style-type: none"> <li>- Eligible employees are entitled to CSU FML without pay for a total of twelve (12) weeks in a twelve (12) month period.</li> <li>- Employees must utilize appropriate leave credits prior to going on any unpaid CSU FML.</li> <li>- 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.</li> <li>- Family Care or medical leave shall not constitute a break in service for the purposes of length of service and/or seniority; an employee shall retain employee status and continue to accrue seniority points.</li> </ul>
Family Care/Medical Leave – Employees with Family Members in the Military (National Defense Authorization Act (NDA), HR 2008-04)	The following types of leave are available:  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.  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.
Holiday, Alternate Day Off (ADO)	Not applicable
Holiday, Compensatory Time Off	Not applicable
Holiday, Credit (Article 21)	Holiday credit is the time credited to an employee when he/she works on a holiday. An employee who works on a holiday shall receive eight (8) hours holiday credit on a straight-time basis. A part-time employee who works on a holiday shall receive holiday credit pro-rata.
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (Article 21)	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 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 may be used to cover time off. A less than full-time 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 (Article 16)	A permanent full-time employee or permanent part-time employee may be granted a leave of absence without pay for up to one (1) year. The President determines if leaves shall be

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	granted and the conditions of such a leave. Service credit shall not be granted to an employee except when the President determines that the purpose of the leave is of benefit to the campus and expressly grants such service credit.
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML) (Article 16)	Leave of absence for the purpose of pregnancy, childbirth or the recovery there from of a female employee. Period of leave is determined by the employee, and a permanent employee is entitled up to one (1) year of leave without pay. ECML tracks with California Pregnancy Disability Leave (CPDL) and CSU Family Medical Leave (CSU FML) and an employee may utilize leave credits before going on any unpaid portion of ECML.
Maternity/Paternity/Adoption (Article 15)	A maximum benefit of twenty (20) consecutive workdays with pay per calendar year, which shall commence with the arrival of the new child. Such leave runs concurrently with any other related leaves for which the employee is eligible.
Military Leave - Employee (Article 15, HR 2001-25)	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 leave from deployment.
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 16) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945[b][2])	Up to four (4) months for a female employee, separate and distinct from the twelve (12) week family leave provision.
Professional Development Time (Article 23)	The President may approve participation in professional development activities by eligible employees up to sixty-four (64) hours per fiscal year per full-time employee. Employees working less than full-time or in pay status less than a full fiscal year shall be eligible for a pro rata share. In cases where a total of sixty-four (64) hours are not utilized in a fiscal year, a maximum of eighty-eight (88) hours may be granted in the year immediately following, less any time approved in the preceding year. Up to sixteen (16) of these hours may be used by a physician for library time per fiscal year.

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	<ul style="list-style-type: none"> <li>- After five years of continuous service, a full-time employee shall be eligible for an additional one-time only eight (8) hours of professional development time, which shall be used during the sixth year or forfeited.</li> <li>- After ten (10) years of continuous service, a full-time employee shall be eligible for an additional one-time-only sixteen (16) hours of professional development time, which shall be used during the eleventh (11<sup>th</sup>) year or forfeited.</li> </ul>
Sick Leave – Accrual (Article 14)	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 14)	Up to forty (40) hours per calendar year for each death.
Sick Leave Usage – Family Care (Article 14)	Up to five (5) days per calendar year.
Sick Leave Usage – Maternity (Article 14)	May be authorized by the appropriate administrator for illness, injury or disability related to pregnancy.
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 22)	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 10)	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.
Union Business Release Time (Articles 6, 8)	Release time shall be provided to Union Negotiation Committee Members for participation in meet and confer sessions. Release time shall not include any compensation beyond an employee's straight-time rate of pay. Refer to release time provisions under the Grievance Procedure article.
Union Leave	Not applicable
Vacation – Accrual Rate	Service Requirement method. Pro rata accrual for less than full

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(Article 22)	time.
Vacation Maximum (Article 22)	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.