

The California Faculty Association  
 (Unit 3)

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 23, 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 to continue 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 serving as a witness under subpoena at governmental administrative hearings to which the CSU is a party, shall be provided with release time for appearance at the hearing.</p>
Absence as a Witness – Not Serving in the CSU’s Interest (Article 23)	Employee shall be charged vacation or CTO for time, or employee shall be docked for non-compensable absence.
Bereavement (Funeral) Leave (Article 23)	Five (5) days with pay for each death in the immediate family.
Catastrophic Leave Donations (Article 24) (HR/Benefits 2007-08)	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 24) (HR/Benefits 2007-08)	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 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	Paid leave granted by the President to a faculty unit employee

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(Article 23)	normally of short duration in the event of a natural catastrophe or an emergency situation that places the health or safety of the employee in jeopardy.
Family Care/Medical Leave (Article 22) CSU Family Medical Leave (CSU FML) (HR 99-05)	<ul style="list-style-type: none"> <li>- An employee who has at least twelve (12) months or two (2) semesters or three (3) quarters of service is entitled to a family care and medical leave without pay. The definition of "employment" includes employment at all CSU campuses as well as other California state employment.</li> <li>- Eligible employees may take up to a total of twelve (12) weeks of family care or medical leave in a twelve (12) month period, including any periods of absence with pay for family leave purposes.</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> </ul>
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, Compensating Time Off (Article 33)	Entitled to a maximum of eight (8) hours. Applicable to ten (10) and twelve (12) month faculty unit employees. Such earned holiday CTO shall be scheduled time off.
Holiday, Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor for eligible faculty unit employees.
Holiday, Personal (Article 33)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off (Article 33)	A faculty unit employee in pay status on the day a paid holiday is officially observed shall be entitled to their normal pay for that day.
Jury Duty (Article 23, 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. Employee shall be docked for non-compensable absence.
Leave of Absence Personal and Professional	A full-time faculty unit employee or less than full-time tenured faculty unit employee shall be eligible for a leave of absence

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(Article 22)	<p>without pay for a specific purpose and length of time, such as one (1) quarter, two (2) quarters, one (1) semester, or one (1) year. Leaves of absence without pay may be granted for up to two (2) years, with extensions granted for up to one (1) year at a time. A less than full-time temporary faculty unit employee may also be granted a leave of absence of a short duration, not to exceed one semester or quarter.</p> <ul style="list-style-type: none"> <li>- A personal leave of absence without pay may be for purposes of unpaid sick leave, outside employment, maternity/paternity, family care leave or other purposes of a personal nature. Except as provided otherwise, faculty unit employees on a personal leave of absence without pay shall not accrue service credit toward probation, sabbatical, difference-in-pay, service salary increase eligibility or seniority.</li> <li>- A professional leave of absence without pay may be for purposes of research, advanced study, professional development or other purposes of benefit to the campus. Employees under these leaves shall, when otherwise eligible, accrue service credit toward probation, sabbatical, difference in pay, service salary increase eligibility and seniority for a maximum of one (1) year per professional leave of absence without pay and extensions thereof.</li> </ul>
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	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 Leave (Article 23) (HR/Benefits 2007-08)	Up to thirty (30) consecutive workdays with pay which shall commence within a one hundred and thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date of a new child and ending seventy-five (75) days after the arrival of a new child. Runs concurrently with other maternity/paternity, pregnancy disability and/or family care and medical leave provisions of Article 22, and may be supplemented in accordance with Article 24 (Sick Leave) provisions.
Military Leave - Employee (Article 23, 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	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

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2007-19)	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 22) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 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. Any combination of family care or medical leave and pregnancy disability leave shall run concurrently with the period of maternity/paternity leave available to a tenured employee.
Professional Development Time (Article 25)	The President shall determine if the request for a professional development opportunity shall be granted. The President may establish requirements that a faculty unit employee shall meet upon completion of a professional development opportunity. Such opportunities may include but not be limited to full or partially paid leaves, leaves of absence without pay, short term absences to attend approved conferences, workshops, meetings; exchange programs, internships, changes in work schedules and assignments.
Sick Leave – Accrual (Article 24) (HR/Benefits 2007-08)	Up to eight (8) hours per academic qualifying pay period (for academic year faculty unit employees) or qualifying pay period (for ten [10] month and twelve [12] month faculty unit employees). Pro rata accrual for less than full-time. Sick leave may be accumulated without limits. A full-time faculty unit employee shall be charged eight (8) hours of sick leave for each day he/she was not available to work, for a maximum of five (5) days in a seven (7) day period. During a state-supported summer term for extra pay, part-time faculty members continue to accrue sick leave, prorated according to time base, during each qualifying pay period, up to a full-time equivalent (i.e., maximum accrual of 8 hours per month or 96 hours per year, per person). Part-time faculty members with an “indeterminate” time base appointment calculate time base for the purpose of prorated sick leave accrual as: 8 x (number of units) / (15). Full-time faculty members who already accrue full sick leave do not accrue additional sick leave during a summer assignment for extra pay.
Sick Leave Usage – Bereavement (Article 24)	Up to forty (40) hours for each death in the immediate family.
Sick Leave Usage – Family Care	Up to forty (40) hours per calendar year except as authorized