

<h2 style="margin: 0;">Academic Professionals of California</h2> <h3 style="margin: 0;">(Unit 4)</h3>
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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 CSU’s Interest (Article 20, HR/Benefits 2004-22)	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 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.
Absence as a Witness – Not Serving in CSU’s Interest (Article 20)	Employee shall be charged vacation or CTO for time, or employee shall be docked for non-compensable absence.
Bereavement (Funeral) Leave (Article 20, HR/Benefits 2005-22)	Five (5) days with pay for each death of a significantly close person.
Catastrophic Leave Donations (Article 19)	40 hours = maximum number of irrevocable vacation and/or sick hours to donate per fiscal year in increments of one (1) hour or more.
Catastrophic Leave – Family Care (Article 19)	40 hours = maximum number of irrevocable vacation hours to donate per fiscal year in increments of one (1) hour or more.
Citizen’s Necessity (Article 20)	Any non-citizen completing the process for becoming a U.S. citizen may be granted two (2) hours time off with pay to attend oath of allegiance ceremonies.
Compensating Time Off (CTO) Annual Maximum – per Collective Bargaining Agreement/MOU (Article 28)	120 hours = accrual maximum as of December 31 <sup>st</sup> . CTO hours in excess of 120 hours as of December 31 <sup>st</sup> must be paid in cash.
Compensating Time Off (CTO) Maximums Pursuant to FLSA (FLSA Section [7][o][3][A])	240 hours = accrual maximum.
Emergency Leave	Not applicable
Family Care/Medical Leave (HR/Benefits 2005-24; Article 22) 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> <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> </ul>

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	<ul style="list-style-type: none"> <li>- Employees are not required to access their FML entitlement.</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)	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) (Article 25)	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, Compensatory Time Off (Article 25)	For non-exempt employees, if not paid in cash, subject to Holiday CTO provision. Exempt employees who are required to work on the observance shall receive informal time off in an amount approximate to the time worked on the holiday on a date mutually determined by the employee and the supervisor.
Holiday, Credit	Not applicable
Holiday, Informal Time Off	As granted by the Governor.
Holiday, Personal (Article 25)	One (1) day per calendar year, forfeited if not used by 12/31.
Holiday Time Off (Article 25)	8 hours = maximum entitlement for holiday observance, a less than full-time employee shall be entitled to an eight (8) hour holiday pro rata.
Jury Duty (Article 20, 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. Hourly paid employees shall be eligible for time off with pay only for those hours scheduled to work. Employee shall be docked for non-compensable absence.
Leave of Absence (Articles 22)	A full-time employee or less than full-time permanent employee may be granted a full or partial leave of absence without pay which shall normally be limited to one (1) year for the following

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	purposes or reasons: <ul style="list-style-type: none"> <li>- Loan of employee to another governmental agency;</li> <li>- Outside employment that would lessen the impact of a potential layoff or a layoff;</li> <li>- Temporary incapacity due to illness/injury</li> <li>- Family care or medical leave;</li> <li>- To care for a "significantly close person"</li> <li>- Other satisfactory reasons</li> </ul>
Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	Not applicable
Military Leave - Employee (Article 20, HR 2001-25)	Emergency, Temporary and Indefinite leaves granted in accordance with State and Federal laws.
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 (Article 20, 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.
Parental Leave (formerly Maternity Leave) (Article 22)	A permanent employee is entitled to a parental leave without pay of up to twelve (12) months to satisfy family care leave requirements. Parental leave tracks with California Pregnancy Disability Leave (CPDL) and family care or medical leave and an employee may utilize leave credits before going on any unpaid portion of parental leave.
Parental Leave (formerly Maternity/Paternity/Adoption Leave) (Article 20, HR/Benefits 2005-12)	An employee is entitled to up to (30) workdays with pay, which shall commence within sixty (60) days of the arrival of each new child. If the parental leave is in connection with the placement of one or more foster children with the employee, or with the employee's spouse or domestic partner, the employee is entitled to a maximum of thirty (30) workdays with pay per calendar year. Days run consecutively, unless mutually agreed otherwise by the employee and appropriate administrator.
Pregnancy Disability Leave (Article 22) California Pregnancy Disability Leave (CPDL) (Govt. Code Section 12945[b][2])	Up to four (4) months of unpaid leave for a female employee. Separate and distinct from the twelve (12) week family leave provision, however, may run concurrent with the period of parental leave available to a permanent employee.

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Professional Development Time (Article 16)	Includes paid release time for work-related training. If an overtime-eligible employee takes training during non-work hours, the employee shall be granted overtime pay or compensating time off. Also includes release time to take examinations to acquire or maintain specialized license or certification. Unpaid leaves of absence may be granted for professional development purposes of benefit to the campus.
Sick Leave – Accrual (Article 19)	Up to 8 hours per qualifying month of service. Pro rata accrual for less than full-time.
Sick Leave Usage – Bereavement (Article 19)	Up to forty (40) hours per calendar year for each death.
Sick Leave Usage – Family Care (Article 19)	Up to five (5) days per calendar year.
Sick Leave Usage – Maternity (Article 19)	Any disability caused by, or contributed to by, pregnancy is a justification for the use of sick leave and should be handled in the same way as illness or injury. A female person in work status is entitled to use sick leave for childbirth and any period immediately preceding or immediately following the birth of the child, provided the employee presents a physician’s verification that she is unable to work.
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 26)	For purposes of computing vacation accrual rate, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed one 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 or operations, or (c) investigation of allegations which may lead to a notice of disciplinary action.
Union Business Release Time (Articles 8, 10)	Paid time off of one (1) full day for each scheduled meet and confer session; release time to attend Board of Trustee meetings. Refer to release time provisions under the Grievance

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Union Leave (Article 8)	<p>Procedure article.</p> <p><u>Statewide Officer</u>: Paid leave that may be partial or full-time and for any individual employee, shall not exceed two hundred sixty (260) days per contract year. An employee shall continue to earn service credit and retirement credit, nor shall it constitute a break in service for the purpose of salary adjustments, sick leave, vacation or seniority. Vacation, holiday, and sick leave credit(s) shall not accrue during such a leave.</p> <p><u>Steward Leave</u>: Paid leave shall not exceed a total of thirty-six (36) days per year at a campus for the steward(s) to conduct union business.</p> <p>Unpaid leave may be requested by Academic Professionals of California (APC) pursuant to Article 22.</p>
Vacation – Accrual Rate (Article 26)	Service Requirement Method. Pro rata accrual for less than full-time. Note: Certain employees in the SSP series retain a sixteen (16) hour per month accrual rate. Refer to bargaining agreement for details.
Vacation Maximum (Article 26)	320 hours for ten (10) or less years of qualifying service; 440 hours for more than ten (10) years of such service.
Voting Time Off (Article 20)	Up to two (2) hours of paid time off to vote at a general, direct primary or presidential primary election.