

Leave Type	Benefit
	<p>period.</p> <ul style="list-style-type: none"> <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> </ul>
<p>Family Care/Medical Leave – Employees with Family Members in the Military            (National Defense Authorization Act (NDA), HR 2008-04)</p>	<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>
<p>Holiday, Alternate Day Off (ADO)            (HR 2004-37)</p>	<p>For non-exempt employees on alternate workweek schedules, holiday time off is equivalent to the number of hours the employee is normally scheduled to work, to be used within ninety (90) days after the holiday was observed, or it will be forfeited.</p>
<p>Holiday, Compensatory Time Off            (HR 2004-37)</p>	<p>If not paid in cash, subject to Holiday Pay CTO.</p>
<p>Holiday, Credit</p>	<p>Not applicable</p>
<p>Holiday, Informal Time Off</p>	<p>As granted by the Governor.</p>
<p>Holiday, Personal            (FSR 84-21, Title 5, Section 42920)</p>	<p>One (1) day per calendar year, forfeited if not used by 12/31.</p>
<p>Holiday Time Off</p>	<p>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.</p>
<p>Jury Duty            (HR/Benefits 2004-22)</p>	<p>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.</p>
<p>Leaves of Absence            (Title 5, Sections 43100)</p>	<ul style="list-style-type: none"> <li>- Up to two (2) years unpaid leave with requests for extension not to exceed one (1) year for each request.</li> <li>- 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.</li> </ul>

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Maternity Leave per Education Code Section 89519 Maternity Leave (ECML)	Leave of absence for the purpose of pregnancy, childbirth or the recovery therefrom 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 (HR 2004-23)	Up to thirty (30) consecutive days with pay which shall commence within sixty (60) days of the arrival of a new child. Upon mutual agreement and on an exception basis, the scheduling of leave may be modified to meet the operational needs of the campus.
Military Leave - Employee (Title 5, Section 43095, 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 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.
Professional Development Time	Not applicable
Sick Leave – Accrual (Title 5, Section 42726)	Up to eight (8) hours per qualifying pay period. Pro rata accrual for less than full-time. Sick leave may be accumulated without limits.
Sick Leave Usage – Bereavement	Up to five (5) days of accrued sick leave may be authorized by the appointing authority for each death of a person related by blood, adoption, or marriage, or any person residing in the immediate household of the employee.
Sick Leave Usage – Family Care (HR 99-05)	The use of sick leave to care for a family member may be mutually agreed to by the employee and the appropriate administrator and charged against the family medical leave entitlement.
Sick Leave Usage – Maternity	Pregnancy or any disability caused by, or contributed to, pregnancy must be considered a justification for the use of sick