

**California State University
Employee Leave Programs**

TECHNICAL LETTER
HR/Leaves 2014-02
ATTACHMENT B

	C99	E99	M80	M98	R01	CSUEU	R03	R04	R06	R08	R10	R11*	R13*
LEAVE TYPE:													
Absence as a Witness - For CSU	x	x	x	x	x	x	x	x	x	x	x	x	x
Absence as a Witness - Not for CSU	x	x	x	x	x	x	x	x	x	x	x	x	x
Adoption/Foster Care for Children Age 6 to 18 (days)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	5	n/a	n/a	n/a	n/a
Bereavement/Funeral (days)	5	n/a**	5	5	5	5	5	5	5	2 to 3	5	2 to 3	3
Catastrophic Leave Donations (hours)	40	40	40	40	16	40	40	40	40	40	40	16	n/a
Catastrophic Leave - Family Care (hours)	40	40	40	40	16	40	40	40	40	40	40	16	n/a
Citizen's Necessity	n/a	n/a	n/a	n/a	n/a	n/a	n/a	2	n/a	n/a	n/a	n/a	n/a
CTO Annual Maximum - per CBA/MOU	120	120	n/a	n/a	n/a	120	n/a	120	240	200***	240	n/a	n/a
CTO Maximums Pursuant to FLSA	240	240	n/a	n/a	n/a	240	n/a	240	240	480	240	n/a	n/a
Emergency Leave	n/a	n/a	n/a	n/a	n/a	n/a	x	n/a	n/a	n/a	n/a	n/a	n/a
FML - Family Care/Medical Leave	x	x	x	x	x	x	x	x	x	x	x	x	x
FML - Military Exigency Leave (MEL)	x	x	x	x	x	x	x	x	x	x	x	x	x
FML - Service Member Care Leave (SMCL)	x	x	x	x	x	x	x	x	x	x	x	x	x
Holiday, Alternate Day Off (ADO)	x	n/a	n/a	n/a	n/a	x	n/a	x	x	n/a	n/a	n/a	n/a
Holiday, Compensating Time Off	x	x	n/a	n/a	n/a	x	x	x	x	n/a	x	n/a	n/a
Holiday, Credit	n/a	x	n/a	n/a	x	n/a	n/a	n/a	n/a	x	n/a	n/a	n/a
Holiday, Informal Time Off	x	x	x	x	x	x	x	x	x	x	x	x	x
Holiday, Personal (day per year)	1	1	1	1	1	1	1	1	1	1	1	1	n/a
Holiday Time Off	x	x	x	x	x	x	x	x	x	x	x	x	x
Jury Duty	x	x	x	x	x	x	x	x	x	x	x	x	x
Leave of Absence	x	x	x	x	x	x	x	x	x	x	x	x	x
Military Leave - Employee	x	x	x	x	x	x	x	x	x	x	x	x	x
Military Spouse/Domestic Partner Leave	x	x	x	x	x	x	x	x	x	x	x	x	x
Organ Donor/Bone Marrow Leave (days)	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5	30/5
Paid Administrative Leave	n/a	n/a	x	n/a	n/a	n/a	n/a	n/a	n/a	x	n/a	n/a	n/a
Personal Time Off (PTO) (days)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	x
Parental/Maternity/Paternity Leave													
-Maternity Leave per Ed Code Section 89519	x	x	n/a	n/a	x	x	x	n/a	x	x	x	n/a	n/a
-Maternity/Paternity/Adoption/Parental (days)	30	n/a	30	30	20	30	30	30	30	30	15	n/a	n/a
-Pregnancy Disability Leave (months)	4	4	4	4	4	4	4	4	4	4	4	4	4
-Sick Leave Usage - Maternity	x	x	x	x	x	x	x	x	x	x	x	x	n/a
Professional Development Time	n/a	n/a	x	n/a	x	x	x	x	x	n/a	x	n/a	n/a*****
Sick Leave - Accrual (hours per month)	8	8	8	8	8	8	8	8	8	8	8	8	n/a
Sick Leave Usage - Bereavement(days/hrs)	5 days	5 days	5 days	5 days	40 hrs	x	40 hrs	40 hrs	40 hrs	40 hrs	40 hrs	x	n/a
Sick Leave Usage - Family Care (days/hrs)	x	x	x	x	5 days	10 days	40 hrs	5 days	7 days	40 hrs	7 days	5 days	n/a
Sick Leave Restoration (months)	6	6	6	6	6	6	10	6	6	6	6	10	n/a
State Service Crediting	x	x	x	x	x	x	x	x	x	x	x	x	n/a
Temporary Suspension Leave	n/a	n/a	n/a	n/a	x	x	x	x	x	n/a	x	x	x
Union Business Release Time	n/a	n/a	n/a	n/a	x	x	x	x	x	x	x	x	x
Union Leave	n/a	n/a	n/a	n/a	n/a	x	x	x	x	x	n/a	n/a	x
Vacation - Accrual Rate (hours per month)	16	SRM	16	16	SRM	SRM	16	SRM	SRM	SRM	SRM	16	n/a
Vacation Maximum (hours dependent on yrs. of service)	384	272/384	384/440	480	272/384	272/384	320/440	320/440	272/384	272/384	272/384	80	n/a
Voting Time Off (hours)	2	2	2	2	2	2	2	2	2	2	2	2	2

SRM = Service Requirement Method (state service for the purpose of vacation accrual)

*Certain leave benefits are classification code specific. Detailed information is provided in Attachment C and/or the Collective Bargaining Agreement.

**Exception: E99 Police Officer Cadet (class code 8346) is eligible for 2 paid days of bereavement leave for each death of an immediate family member.

***Not an absolute maximum; refer to provision 13.11 of the Collective Bargaining Agreement.

****No annual maximum, refer to Article 18.15 of MOU

*****Reimbursement only