Military Leave

If an employee is required to report for active military duty in any branch of the United States armed forces, the employee is entitled to receive up to 30 days of paid military leave for emergency, temporary and/or indefinite assignments in a fiscal year upon meeting eligibility criteria, if required.

The 30 day paid leave entitlement for temporary military leave is considered separate from the paid entitlement for an emergency or indefinite military leave.

Military leave is granted to eligible employees in accordance with state and federal laws. The laws govern non-represented and represented employees, but may be superseded by current memorandum of understanding (MOU) for represented employees.

Sick Leave

Forms Used: Absence and Additional Time Worked -STD 634

Intermittent Time Sheet

Description: An accrued benefit which provides time off with pay due to personal illness or injury, due to dental, eye, or other physical or medical examinations or treatments by a licensed practitioner; to care for ill or injured family members; or due to death of a family member.

Vacation Leave

Forms Used: Absence and Additional Time Worked - Form 634

Intermittent Time Sheet

Request for Vacation carryover Exemption

Description: An accrued benefit which provides time off with pay with management approval.

Bereavement Leave/Funeral Leave

Forms Used: Absence and Additional Time Worked Form 634.

The CSU Bereavement leave policy provides paid time off for the purposes of preparing, attending, and/or traveling to a funeral for the employee's immediate family or close relative. Please consult the individual collective bargaining agreement for specific criteria.

Maternity/Paternity/Adoption/Parental Leave (MPA)

Forms Used: Absence and Additional Time Worked - Form 634; Leave of Absence Form

Description: The MPA leave is a paid leave of up to 30 days, associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. The absence is not charged Against the employee's leave credits, and the amount of paid days received is based on the employee category.

The MPA days are generally used consecutively unless mutually agreed otherwise by an employee and appropriate administrator. R03 employees must use the days consecutively.

Five (5) days of non-consecutive paid time shall be available upon approval of the appropriate administrator for the purpose of handling issues related to the placement with the employee of an adopted or foster child, who is six (6) to eighteen (18) years of age. The days must be taken within one (1) year from the date of the placement of a child with an employee and shall only be taken in full day increments. (CSUEU ONLY)

Please consult the employee's collective bargaining agreement for specifics on MPA eligibility and application.

CSU Family Medical Leave (FML)

Forms Used: See the Human Resources website for more information.

Description: Under the CSU Family Medical Leave Policy (FML), you may take up to 12 weeks of unpaid leave to care for a new child, or care for a seriously ill spouse, domestic partner, child or parent or if you suffer a serious health problem. You may use your sick leave and vacation days first, as approved, before going on unpaid leave.

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CALIFORNIA STATE UNIVERSITY
FULLERTON

EMPLOYEE ATTENDANCE TERMS AND DEFINITIONS

Human Resources
Payroll Services

Providing Quality Customer Service is Our Business

Cal State University, Fullerton
Human Resource Services—Payroll
2600 E Nutwood Ave—CP 770
Fullerton, CA 92831
Telephone: (657) 278-2521—Fax (657) 278-7209

Email: attendance@fullerton.edu

Website
http://hr.fullerton.edu/Attendance.htm

DEFINITIONS

Academic-year Employee - An employee paid according to the academic calendar (may be found on the Payroll services website at http://hr.fullerton.edu/Payroll/index.htm

Academic –year employees are exempt and do not earn vacation.

Exempt - Salaried employees who meet one of the exemptions (administrative, executive, professional or agricultural) from the overtime provisions of the Fair labor Standards Act (FLSA). Exempt employees do not earn overtime, either as cash or compensatory time off (CTO). Additionally, exempt employees who have absences of less than a full day should receive a full day's salary and should NOT have their salary docked nor should they be charged leave time (either sick leave or vacation) for absences of less than one full day.

Non-exempt - Salaried employees who do not meet any of the exemptions from the overtime provisions of the FLSA. Hours worked by a non-exempt employee in excess of 40 hours per week must be compensated in cash or as CTO at the rate of time and one-half the hourly rate.

Qualifying Pay Period - Eleven (11) or more paid days in a pay period is considered to be a qualifying pay period.

LEAVE TYPES

Absent Without Leave - AWOL

Forms Used :

- Absence and Additional Time Worked - CMS Form 634

Description: If an absence other than sick leave, is not requested and approved in advance, it is an absence without leave. Absence without leave, whether voluntary or involuntary, for five (5) consecutive work days constitutes an automatic resignation.

Attendance Recording - Enter the number of hours and minutes taken for time reporter code **"A"** on Absence and Additional Time Worked CMS Form 634.

Administrative Leave

Forms Used :

- Absence and Additional Time Worked - CMS Form 634

Description: The President in the event of a natural catastrophe or an emergency situation that places the health or safety of the employee in jeopardy may grant a paid emergency leave.

This applies to all employees and is referred to as an EMERGENCY LEAVE in the Bargaining Unit 3 agreement.

Usage - To be entitled to use emergency leave, the employee must be in active employment status. Typically, an emergency leave will be of short duration.

Approved Leave of Absence Without Pay - Dock

Forms Used - Absence and Additional Time Worked - CMS Form 634 and Dock Notice form located on the Payroll web page at http://hr.fullerton.edu/Payroll/forms/

Description: An employee who is absent and has no available sick leave, vacation, compensating time off, personal holiday, or holiday credit must be recorded as absent without pay (Dock).

If an employee is to be docked, a Dock Notice Form must be submitted to Payroll Services on a daily basis until the employee either returns to work or earns sufficient leave credits.

If docks occur on or after the 17th of the month, Payroll Services should be notified via telephone or email to advise Payroll Services of a late dock; also, the dock Notice form should be delivered to Payroll Services. This telephone or email notification of docks is especially critical on pay days to assure that the inaccurate paychecks will not be released.

Catastrophic Leave

Forms Used - See the Human Resources website for more information.

Description: Eligible, disabled employees may receive sick leave or vacation credits donated by other employees on the same campus. The purpose of donated leave is to ease the financial burden of employees who have exhausted all of their own leave time for personal or family illnesses. To apply for Catastrophic leave, employees should contact the Office of Human resources Development. While the employee is receiving donated credit, the position may not be converted.

Jury Duty/Subpoenaed Witness

Forms Used:

- Absence and Additional Time Worked - CMS Form 634

Description: Employees may be granted time off for any of the following Jury Duty related reasons:

- Preliminary Jury Selection process;
- Appearance in court as a member of a jury panel;
- Appearance at a coroner's inquest; or
- Appearance in court as a subpoenaed witness serving in the interest of the State (except if party to the suit.)

CSU employees may not accept payment for jury duty service. If the service is performed for a California Superior Court the employee should notify the court at the time of service that they may not receive any payment other than mileage.

Organ/Bone Marrow Donor Leave Program

Forms Used:
Absence and Additional Time Worked - CMS Form 634

Description: The Organ Donor Leave (ODL) program allows CSU employees, who have exhausted all available sick leave, the following leaves of absence with pay:

A paid leave of absence not exceeding 30 continuous calendar days in any one-year period to any employee who is donating his or her organ to another person.

A paid leave of absence not exceeding five continuous calendar days in any one-year period to any employee who is donating his or her bone marrow to another person.

Personal Holiday

Forms Used: Absence and Additional time Worked - Form 634

Intermittent Time Sheet

Description: A personal Holiday (PH) is a paid day off credited to employees at a specified time for use during the calendar year.