



# CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Human Resources, Diversity and Inclusion

*Human Resources*

P.O. Box 6806, Fullerton, CA 92834-6806 / Tel 657-278-2425 / Fax 657-278-7188

## MEMORANDUM

DATE: NOVEMBER 27, 2013

TO: ALL EMPLOYEES

FROM: BLANCA RODRIGUEZ, DIRECTOR PAYROLL, BENEFITS, & RETIREMENT SERVICES  
HUMAN RESOURCES, DIVERSITY, AND INCLUSION

SUBJECT: **Attendance Procedures for Scheduled Days of Closure**

Please note the following information and procedures for the scheduled days of closure from December 25 through January 1, 2014.

As you are already aware, non-academic employees must use personal leave credits for Monday, December 30, and Tuesday, December 31. All full-time non-exempt employees must account for 40 hours in that week; employees who are less than full-time are responsible for these days on a prorated basis.

Employees who are on 8-hours-per-day work schedules, including those who are otherwise on compressed work schedules but whom you reassign to 8-hours-per-day schedules for the holiday closure, must report 8 hours each of vacation or CTO (or use personal holiday) for Monday, December 30 and Tuesday, December 31. Please note that the Chancellor's Office encourages reassigning employees who normally work compressed schedules to an 8-hours-per-day schedule for any week in which there is a holiday. Doing so simplifies attendance tracking and reporting and assures equity between employees irrespective of work schedule. Please contact Payroll Services at ext. 2521 for instructions on changing irregular work schedules during the closure period.

### **I. NON-EXEMPT EMPLOYEES ON COMPRESSED WORK SCHEDULES**

Employees on compressed work schedules whom you do not choose to reassign to 8-hours-per-day schedules for the holiday closure must report their attendance based on the following guidelines:

#### **Bargaining Unit 4**

- A full-time employee in pay status on the day a holiday is officially observed shall be entitled to an eight (8) hour holiday.
- For those employees on a 4/10 or a 9/80 work schedule as provided in Article 28, if a holiday falls on a day in which the employee is scheduled to work ten (10) hours or nine (9) hours, holiday pay shall be for all hours (ten or nine) that the employee was scheduled to work.
- If a holiday is observed on Monday through Friday when an employee is not scheduled to work, the employee shall be entitled to observe the holiday on another scheduled workday.

#### **Bargaining Unit 8**

- The number of holiday hours an employee in these units is entitled to shall be determined by the number of hours the employee is normally scheduled to work on the day the holiday is observed.
- For an employee whose day off falls on one of the holidays, enter the number of hours equal to the employee's normal workday as Holiday Credit – Straight via Absence Management Self Service (but not less than 8 hours for full-time employees; prorated according to timebase for less than full-time).

#### **Bargaining Units 2, 5, 6, 7, and 9**

- The number of holiday hours an employee in these units is entitled to shall be determined by the number of hours the employee is normally scheduled to work on the day the holiday is observed. If the holiday is observed on a non-workday, the employee shall be entitled to the number of holiday hours equal to his/her normal workday (but not less than 8 hours for full-time employees; prorated according to time base for less than full-time) which must be taken within one hundred eighty (180) days after the date the holiday is observed.

#### **II. NON-EXEMPT EMPLOYEES WHO DO NOT HAVE SUFFICIENT LEAVE CREDITS TO COVER CAMPUS CLOSURE DAYS.**

- **Non-exempt employees who do not have sufficient leave credits to cover the day of closure which is not a holiday should be provided an opportunity to make up the time in accordance with their respective collective bargaining agreements.** If you have an employee in this situation, please consult the appropriate collective bargaining agreement for the provisions which apply and review the information below.
- Contact Human Resource Services for additional guidance if needed. Please note that the collective bargaining agreement for Unit 8

does not have provisions for making up time, thus a **Dock Notice must be received in Payroll Services by noon on Tuesday, December 17, if an employee does not have sufficient leave credits to cover December 30 and/or December 31.**

### **Bargaining Units 2, 4, 5, 7, and 9**

- For those employees in Units 2, 4, 5, 7, and 9 who do not have sufficient leave credits to cover December 30 and/or December 31, an opportunity must be provided to make up the time prior to the closure. Employees must complete form STD 682 to receive approval to make up the time and then enter the made up time in Absence Management as CTO Premium earn. The employee will then be able to report CTO take on the campus closure dates.
- For employees who do not elect to make up the time, a Dock Notice must be received in Payroll Services by noon on **Tuesday, December 17**. Additionally, employees on dock status should enter Dock in Absence Management as well.

### **Bargaining Unit 6**

- Unit 6 employees have until February 28, 2014 to make up for December 30 and until March 1, 2014 to make up for December 31. For those reporting "no leave taken" a comment must be entered indicating the employee will be making up time for the closure dates. It is the department's responsibility to monitor and record internally (do not report to Payroll) that the time is in fact made up by the required date.
- For employees who do not elect to make up the time, a Dock Notice must be received in Payroll Services by noon on Wednesday, December 18. Additionally, employees on dock status should enter Dock in Absence Management as well.

### **Other Information**

- Please note that for those employees who are normally compensated for overtime on a time-and-one-half basis only 5 hours and 20 minutes would actually be worked as make-up time for each 8 hours missed. This applies to all non-exempt employees.

In the event that an employee intends to make up the time as described above but does not in fact do so, Payroll Services must be notified by January 2, 2014 for Units 2,5,7,9, and 4, and by March 1, 2014 for Unit 6, via a Dock Notice for the December hours not made up. An Accounts Receivable (A/R) will then be established for the overpayment and will be collected in full from the employee's next pay warrant.

### III. EXEMPT EMPLOYEES

- The number of holiday hours an exempt employee is entitled to have shall be determined by the number of hours the employee is normally scheduled to work on the day the holiday is observed. Employees who are scheduled to work on Monday, December 30 and Tuesday, December 31 must report the number of hours they are normally scheduled as vacation or personal Holiday.
- An exempt employee should be provided sufficient work in advance to cover the closure and must work a full day to cover each day of closure.

### IV. INTERMITTENT EMPLOYEES

- Intermittent staff employees will receive time off with pay for each holiday (December 25-January 1, 2014) based on the hours on pay status during the pay period. Please do not post any holiday hours on the timesheet. Payroll will calculate and include the additional hours when the timesheet is processed for payment.

NOTE: Should the Governor grant informal time off with pay on the last campus working day before the Christmas holiday or the last campus working day before the New Year's holiday, full-time employees will be entitled to four (4) hours; pro-rata for less than full-time. **Please note that the President is the only one on this campus that can grant informal time off.** Employees who are required to work these days, or who would be scheduled to work but are on vacation, sick leave, or CTO on December 24, 2013, must charge 8 hours (or the number of hours scheduled to work if on irregular schedule). These employees may be granted the equivalent informal time off which must be taken by June 30, 2014. This time should not be considered CTO and is not compensable in cash.

**For assistance with entries into Absence Management or any other questions you may have please contact payroll at ext. 2521 or email us at DL-Payroll\_Benefits\_and\_Retirement\_Services.**