

This survival tip addresses leave time with pay. Certain types of leave time--with pay--are allowed under the current contract. They include:

Sick Leave
Catastrophic Leave
Funeral Leave
Jury Duty
Leave to Vote
Absence as a Witness
Military Leave
Supplement to Industrial Disability Leave
Maternity/Paternity/Adoption Leave

The full text from the contract is at:

http://www.calcsea.org/csu/bargaining/contract/2002-2006/contract-14.asp#P953_94362

Here's a brief summary of important points for each type of leave. I highly recommend you follow the above link to verify coverage or the lack thereof for your individual circumstances and to see all the specifics.

Sick Leave: Report ASAP to your supervisor when you learn of the need to take sick leave. Complete and sign the official absence form, then turn it in to your supervisor when you return to work. Normally you may take up to three consecutive days without a physician's statement or verification. Allowable absences include:

- a. illnesses, injury, or disability related to pregnancy;
- b. exposure to contagious disease;
- c. dental, eye, other physical or medical examinations or treatments by a licensed practitioner;
- d. illness or injury in the immediate family and sick leave for family care primarily for emergency situations. Up to five (5) days of accrued sick leave credit may be used for family care during any one (1) calendar year. The appropriate administrator may authorize an additional five (5) days of accrued sick leave credit for family care during one (1) calendar year. An employee may request the use of accrued sick leave credit for family care beyond the maximum set forth above. Such requests must be accompanied by a physician's statement or other appropriate need verification.
- e. death of a person in the immediate family.

Catastrophic Leave: If you have exhausted all leave credits and need more leave for a catastrophic illness or injury, you, a family member, or a representative (such as a Chapter officer, which service we will willing provide) may request additional leave via donations of leave time from other employees. Verification must be provided; Industrial Disability Leave, if awarded, can be used instead of Catastrophic Leave; the normal period of leave is usually 3 months. This type of leave may also be used to care for an immediate family member who is incapacitated due to illness or injury; and denial of such leave is grievable.

Funeral Leave: Five days of paid leave for the death of a spouse, domestic partner, the employee's or his/her spouse's mother, father, grandparent, grandchild, child, child-in-law, sibling, or relative living in the immediate household of the employee is ensured by Article 15.15 and 15.17; employees may also be eligible for additional unpaid leave per Article 15.14.

Jury Duty: If you elect to receive compensation while on jury duty, you may not claim time off with pay. The reverse is also true: reject the jury duty pay, and you will be able to claim the leave time with pay. Travel reimbursement from the court does not count in the claim. You must notify your supervisor in writing prior to reporting for jury duty. Night and swing shift employees will be reassigned to Monday through Friday day shift while on jury duty and therefore will be eligible to serve while on leave with pay. As proof of your service, you should clock in and out of the jury pool check-in room and present the time cards to your supervisor after making a copy of each one as well as presenting your summons to your supervisor.

Leave to Vote: If you cannot vote outside of work hours, you may request leave to do so at least two working days in advance of election day and up to two hours of leave time with pay can be granted.

Leave to serve as a witness: If you are serving as a court-subpoenaed witness or an expert witness in the interest of the CSU, you are to seek witness fees. You may either claim paid leave and remit an amount equal to the wages you were paid during the absence (in which case you may keep any excess paid as a witness fee), or you may take vacation/CTO time and keep the entire witness fee. If your court date falls on a holiday or while you are taking vacation or CTO time, you may not claim paid time off (no double-dipping) for the service. Also, if your service to the court is not in the interest of the CSU, you may not claim paid leave--the options are to take vacation or CTO time for it or forfeit wages for the time. Finally, if your service to the court is a result of your actions as a CSU employee during regular working hours and the court appearance(s) are scheduled outside of your normal shift, you will be compensated as if the time were a call-back. As a side note, Public Safety has requested that all subpoena servers report to them prior to serving any subpoena to anyone on campus.

Military Leave: This will be granted to eligible employees in accordance with state and federal laws.

Supplement to Industrial Disability Leave: If you are injured on the job and granted Industrial Disability Leave payments, you may supplement your IDL income by applying to take payments from your accrued sick leave within 15 days after your injury is reported. You must notify the CSU 15 days prior to the date you intend to discontinue using the supplemental leave payments. The total of IDL and supplemental leave payments may not exceed your regular pay rate, and all payments are subject to the same deductions taken from your regular pay warrants.

Maternity/Paternity/Adoption Leave: This leave is for the purpose of preparing for the arrival or care of a new infant, and you may receive up to 30 workdays of leave with pay. It must begin within 60 days of the child's arrival and is to be taken in addition to available sick and vacation leave.

Please contact any CSUEU Chapter officer if you have questions on these topics.