

RELEASE TIME AND UNION LEAVE IN THE CSU

Updated February 19, 2015

Purpose for leave	Contract Section	Description	Notice Required	Request comes from	Request goes to
Bargaining Meet/confer Meet/consult LMCs	5.11 (a)	CSU-paid release time for up to ten (10) union reps to attend bargaining sessions and labor-management committee meetings. Release time is available to accommodate special needs related to travel and work schedules on an individual basis. Release time is also available for caucus and preparation time, upon mutual agreement. <i>There is no provision for denial based on operational need.</i>	Five (5) working days advance notice required.	CSUEU HQ	CSU CO and relevant campus(us)
Board of Trustees meetings	5.11 (b)	CSU-paid release time for up to seven (7) union reps to attend meetings of the CSU Board of Trustees meetings. Typically, this leave is for the CSUEU President and the chairpersons of BU 2, 5, 7, and 9, or their designees.	Seven (7) working days advance notice required.	CSUEU HQ	CSU CO and relevant campus(us)
Leave of Absence for union officer	5.11 (c)	Unpaid leave of absence for any union rep for up to one year. (CSUEU pays for this time off.) <i>Such leave shall not be unreasonably denied.</i>	None specified.	CSUEU HQ	CSU CO and relevant campus(us)
Release time paid for by CSU for systemwide or chapter purposes	5.11 (d)	CSU-paid release time that comes out of negotiated compensation pool. The 2014-2017 MOU between CSUEU and CSU provides for a statewide pool of 576 days of release time per fiscal year (July 1 through June 30). The distribution of 5.11 (d) release time is set by the CSUEU Policy File (Section 804.00). <i>5.11D leave can be denied due to operational need.</i>	The names of employees eligible to use 5.11(d) release time must be submitted to the Chancellor's Office thirty (30) working days in advance of the first date of leave requested. Thereafter, five (5) working days advance notice is required.	CSUEU HQ	CSU CO and relevant campus(us)
Union Leave	5.13	CSUEU-reimbursed Union Leave for any purpose. However, Union Leave should not be used for bargaining, grievance handling or other purposes for which leaves are already specified. <i>There is no provision for denial based on operational need.</i> Incidental costs associated with Union leave are 42% of employee' salary.	Five (5) working days advance notice required.	CSUEU HQ	CSU CO and relevant campus(us)

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Grievance (preparation)	7.45	One hour release time for grievance preparation and reasonable time for grievance presentation at the informal level. Release time can be denied because of operational need, but such denial timelines (7.48).	Shall be made prior to leaving the work area whenever possible, and requests for release time must include the time and location of meeting as well as its anticipated length.	Grievant and/or union rep	Appropriate administrator
Grievance (presentation)	7.46	Reasonable release time provided for preparing and presenting grievances. Release time can be denied because of operational need, but such denial timelines (7.48(b)).	Shall be made prior to leaving the work area whenever possible, and requests for release time must include the time and location of meeting as well as its anticipated length.	Grievant and/or union rep	Appropriate administrator
Complaint (preparation)	8.32	One hour release time for complaint preparation and reasonable time for complaint presentation at the informal level. Release time can be denied because of operational need, but such denial timelines (8.35(b)).	Shall be made prior to leaving the work area whenever possible, and requests for release time must include the time and location of meeting as well as its anticipated length.	Complainant and/or union rep	Appropriate administrator
Complaint (presentation)	8.34	Reasonable release time provided for preparing and presenting complaints. Release time can be denied because of operational need, but such denial timelines (8.33).	Shall be made prior to leaving the work area whenever possible, and requests for release time must include the time and location of meeting as well as its anticipated length.	Complainant and/or union rep	Appropriate administrator
Personnel file review	11.3	Employees and their union reps can review personnel files during worktime.	None specified.	Employee and/or union rep	Campus HR office
Weingarten Interviews	12.1	Employees may be represented at investigatory interviews if they have a reasonable belief that disciplinary action may result.	No notice requirement. Union rep should contact campus HR for release.	Employee	Appropriate administrator
Witness on behalf of CSU	15.24	An employee who is a court-subpoenaed witness or an expert witness in the interest of the CSU shall be paid the normal salary for the corresponding period of absence.	None specified.	Employee	Appropriate administrator
Benefits Information	21.12	An employee can be provided with information regarding their rights under NDI, IDL, temporary disability, social security, and/or PERS during worktime.	None specified.	Employee	Campus HR office