

IV. HOLIDAYS, VACATION, AND LEAVES

HOLIDAYS

Staff employees are entitled to the following holidays:

January 1	New Year's Day
January (3 rd Monday)	Martin Luther King Day
*February 12	Lincoln's Day
*February (3 rd Monday)	President's Day
March 31	Caesar Chavez Day
May (last Monday)	Memorial Day
July 4	Independence Day
September (first Monday)	Labor Day
*September 9	Admissions Day
*October (2 nd Monday)	Columbus Day
November 11	Veterans' Day
November (4 th Thursday)	Thanksgiving Day
December 25	Christmas Day
Personal holiday	Must use by December 31

*The campus establishes academic workdays and university holidays. Observance of President's Day, Lincoln's Birthday, Admissions Day, and Columbus Day may be rescheduled by the President to meet the requirements of the instructional program. Generally, CSU, Chico reschedules these days for the day after Thanksgiving and between Christmas and New Years Day.

Any holiday listed above that falls on a Saturday will be observed on the preceding Friday; holidays that fall on a Sunday will be observed the following Monday. All employees receive a **personal holiday** each calendar year. The personal holiday, which is taken as a one-day unit, must be used by December 31st or it is forfeited. The campus calendar lists the days that holidays are observed. See the calendar at <http://www.csuchico.edu/hr/Documents/VPHR-CampusCalendar.pdf>

VACATION

All full-time support staff employees earn vacation ranging from ten to twenty-four days per year, depending upon length of State service.

Employees' vacation periods are scheduled by supervisors in accordance with departmental workload. Employees must request vacation in advance. Provisions governing maximum allowable accruals can be found in the appropriate collective bargaining agreement. Upon separation from service, the employee is entitled to a lump sum payment of any unused accumulated vacation.

Please see the appropriate collective bargaining agreement at http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml or the Benefits Overview by specific type at <http://www.calstate.edu/Benefits/whats.new.page.shtml>

IV. HOLIDAYS, VACATION, AND LEAVES, continued

SICK LEAVE

Full-time, eligible employees earn eight hours sick leave each pay period. Less than full-time employees earn prorated sick leave credit. An employee must work eleven or more days in a pay period to earn a sick leave accrual. These hours are credited at the beginning of the following pay period.

Absence due to illness must be reported to the immediate supervisor as soon as possible. When returning to campus, appropriate absence forms must be completed and signed by the supervisor. **Employees may be asked to provide verification of absences by providing a physician's statement.**

Upon separation from service, unused sick leave is **not** paid to the employee. Upon retiring directly from active university employment, unused sick leave is credited as service credit in calculating retirement benefits.

ABSENCE REPORTING

Reporting absence from work is an employee responsibility. When an unanticipated emergency causes an absence, prompt notification to the department or office is mandatory, with information as to the probable date of return. Upon returning, an absence report, <http://www.documents.dgs.ca.gov/osp/pdf/std634.pdf> should be completed covering the time away from work.

In addition to vacation and sick leave the CSU and respective collective bargaining agreements offer numerous leave benefits. Included are Bereavement or Funeral leave, Jury Duty or Subpoenaed Witness leave, and Military leave. Please refer to the appropriate collective bargaining agreement at http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml for details.

LEAVES WITHOUT PAY

Formal Leave of Absence: A full or partial leave of absence without pay may be granted to eligible employees. Formal leaves of absence without pay are requested from the appropriate administrator in writing by the employee and may be granted for satisfactory reasons. Please see our website at <http://www.csuchico.edu/hr/Forms/BENE-StaffLWOPRequestForm.pdf> for more details.

Informal Leave of Absence (fifteen days or less): Informal leaves of absence without pay for up to fifteen days may be granted by the appropriate administrator for satisfactory reasons. Report informal leaves (pay dock) on an Absence Request form (see Absence Reporting).