

### Vacation Accrual Information

Employees earn vacation depending on their position and length of service. See chart below for vacation eligibility and accrual rates.

#### Monthly Vacation Accrual

Employee Classification	Length of Service	Hours Per Month
Executive, MPP, Confidential, Unit 3	Not applicable	16
Units 1, 2, 4, 5, 6, 7, 8, and 9	1 month – 36 months	6 2/3
	37 months – 72 months	10
	73 months – 120 months	11 1/3
	121 months – 180 months	12 2/3
	181 months – 240 months	14
	241 months – 300 months	15 1/3
	301 months +	16
Part-time Employees	Pro rata basis*	-

*\*Hourly Intermittent Employees: for every 160 hrs of paid time, the employee earns 1 month of accruals.*

#### Maximum Accrual

Employee Classification	10 yrs. or Less	More than 10 yrs	Hours
MPP (M80)	X		384
MPP (M80)		X	440
Units 1, 2, 5, 6, 7, 8, & 9	X		272
Units 1, 2, 5, 6, 7, 8, & 9		X	384
Units 3, 4	X		320
Units 3, 4		X	440
Confidentials (C99)			384
Executive (M98)			480

- Employees must have 11 days or more of regular pay issued during the pay period to accrue vacation. Vacation credits may not be used prior to their accrual, which occurs on the first day of the following pay period.
- Vacation requests must be submitted in advance to an employee's supervisor for approval. Based upon the operational needs of the department, vacations shall be scheduled and taken only as authorized by the appropriate administrator (refer to your appropriate Collective Bargaining agreement - [http://www.calstate.edu/LaborRel/Contracts\\_HTML/current\\_cba.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml))
- At the bottom of each employee's monthly paycheck is a table that shows vacation balance information. Remember, information posted by the State Controller's Office on CSU paychecks run one month behind and does not reflect vacation used or accrued during the previous month, or any absence reports not keyed by Payroll by the 10<sup>th</sup> of the month. Below is a sample leave balance report that appears on the bottom of your paycheck:

6/08 BEGIN	BAL	CREDIT	USED	MISC	7/08 BEGIN	
VACATION	150.00	6.33	8.00	0.00	148.33	
SICK LV	80.00	8.00	2.00	0.00	86.00	
PH	1.00	0.00	0.00	0.00	1.00	UNITS

**How do I read this leave balance report?**

6/08 BEGIN – this represents the month/year of the beginning balance of your leave balance(s)

BAL – abbreviation for Balance. The amounts listed below this header are the total leave balance(s) you have at the beginning of the pay period.

CREDIT - the number of leave credits accrued (posted) for the current pay period.

USED – the number of leave credits used for the current pay period.

MISC – catastrophic leave donations, lump-sum payouts, other miscellaneous adjustments.

7/08 BEGIN – this represents the month/year of the beginning balance of your leave balance(s) at the close of the current pay period which also reflects the new balance that will carry forward to the next pay period (which in this example is July 2008).

VACATION – this row represents the employee's Vacation leave balances, accruals, usage, and any applicable adjustments that occurred during the pay period.

SICK– this row represents the employee's Sick leave balances, accruals, usage, and any applicable adjustments that occurred during the pay period.

PH– this row indicates whether or not the employee has used their Personal Holiday (PH).

Full-time employees receive one PH per calendar year. Less than full-time employees receive a pro-rata amount based on the time-base of their appointment. In this example the employee has one (1) Personal Holiday available for use. If the PH had already been used, the balance would show 0.00 Units. The employee has until the end of the current calendar year to use their PH.

- Upon separation from the California State University, employees are entitled to a lump sum payment of unused vacation time (all accruals except sick leave are paid out at time of separation).
- Eligible employees may accrue unused vacation credits up to the maximum allowed as of December 31 (See above chart). When computing the maximum allowable vacation limits include December vacation accrual that is available January 1<sup>st</sup>.