Vacation/Personal Holiday
In conformance with the practice of the California State University Executive Council (chancellor and CSU campus presidents), all CSUSM Management Personnel Plan employees who report directly to the Provost are requested to seek written approval from the Provost at least one week in advance of planned, full-day absences from campus for vacation or personal holiday purposes. (Email with copy to Marcy is sufficient.)

Deans and directors are expected to insure appropriate management coverage for the college or department when absent from campus. This should be in the form of written delegation of authority, with or without signature authority, to an associate dean or other appropriate MPP employee prior to the absence from campus, with a copy provided to the Provost. Delegation of authority may be communicated by electronic mail (in that instance, please copy both the Provost and the Provost's assistant on the message).

Business Trips
When Provost direct-report MPP employees plan to be off-campus for all-day meetings, professional conferences, or workshops, provision for management coverage for the unit should be made as well, and written delegation of authority made as mentioned above.

The assistants to Deans/AVPs are asked to notify the assistant to the Provost (by email) of the dates the administrator will be off-campus for all-day meetings, conferences and workshops. A notice, listing planned absences for system meetings and conferences, sent by assistants to Marcy in advance of the semester is the preferred method, with updates as plans change and/or develop.

Summer Vacation and Business Trip Absences
During the month of May the Provost will solicit direct-report MPP employees for summer vacation or business travel plans to compile a consolidated chart of administrators' planned absences and to insure adequate division management coverage during the summer months.