

**California State University San Marcos**  
**Division of Academic Affairs**  
**Planned Absence Guidelines for Provost's Direct-Report MPP Employees**

**Vacation/Personal Holiday**

In conformance with the practice of the CSU Council of Presidents, all CSUSM Management Personnel Plan (MPP) employees who report directly to the Provost should 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. An email message sent to the Provost is acceptable; please copy the Executive Assistant to the Provost and the Provost's Office Administrative & Office Budget Coordinator.

Managers should ensure appropriate management-level coverage for the college or unit when absent from campus. This should be in the form of a written delegation of authority (email is acceptable), with or without signature authority, to an associate dean or other appropriate MPP employee prior to the absence from campus. Please copy the Provost, the Executive Assistant to the Provost, and the Provost's Office Administrative & Budget Coordinator on the message.

**Business Trips**

A *Request for Travel Approval* should be prepared and processed for business trips in accordance with CSU and CSUSM policies and protocols.

Arrangements should be made for management coverage of the unit with written delegation of authority as mentioned above when the Provost's direct-report MPP employees plan to be off-campus for all-day meetings, professional conferences, or workshops.

***Assistants to the Provost's Direct-Report MPP Employees:*** Please send via email to the Executive Assistant to the Provost and the Provost's Office Administrative & Budget Coordinator the dates that the MPP will be off-campus for all-day meetings, conferences and workshops. Preferably, send the email message at the start of each semester, listing all of the known dates when the manager will be off-campus all day. When plans change or travel is added or canceled, please send an email message with the manager's updated travel plans/dates.

**Summer Vacation and Business Trip Absences**

In the spring, the Provost's direct-report MPP employees will be asked to forward to the Executive Assistant to the Provost planned all-day absences for the months of May through August (vacation, business travel, jury duty, planned sick leave, etc.). The dates of the planned absences of all of the Provost's direct-report MPP employees will be reviewed to ensure adequate division management coverage during the summer months.