



VACATION, PAID TIME OFF, HOLIDAY AND PERSONAL HOLIDAY POLICY

VACATION:

In general terms, the intent of CSUSM Corporation’s vacation policy is to provide eligible employees with a paid period of rest and relaxation away from work. Vacation benefits begin to accrue for eligible employees immediately upon employment. Those employees who receive paid academic breaks do not accrue vacation.

I. Eligibility & Rate of Vacation Accrual

Regular employees who are scheduled to work 40 hours per week may accrue vacation according to the following schedule:

Service Requirements	Monthly Accrual Rate	Annual Accrual Rate	“Cap” (Maximum Accrual)
1 Month to 3 years (1- 36 months)	6.66 hours	80 hours	160 hours
Years 4 thru 6 (37-72 months)	10.00 hours	120 hours	240 hours
Years 7 thru 9 (73-108 months)	11.33 hours	136 hours	272 hours
Years 10 thru 15 (109-180 months)	13.33 hours	160 hours	320 hours
Year 16 + (181 + months)	16.00 hours	192 hours	384 hours

Regular employees who are scheduled to work less than 40 hours per week may accrue vacation on a pro rata basis following the above schedule.

Employees who are regularly scheduled to work at least 20 hours per week but less than 30 hours per week and who have been appointed for a period of six months or longer may accrue vacation on a pro rata basis. All other employees, including Student Assistants, are not entitled to accrue vacation.

Accruals for vacation will start immediately and will occur on a per pay period basis.

II. Accruals for Director-level Positions

Regular Employees in the following positions will accrue vacation at 16 hours per month regardless of years of service:

- a. Project Directors (full and direct responsibility for entire CSUSM Corporation project)
- b. CSUSM Corporation Administrative Office Directors, Associate Directors or Assistant Directors

The accruals for Director-level positions will not exceed 192 hours annually and will “cap” at 384 hours.

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III. Maximum Vacation Accrual

Employees may accrue vacation up to a maximum amount that equals two times the employee's annual accrual entitlement. Once an employee has accrued the maximum amount of vacation pay, the accrual will stop. Employees may begin accruing vacation pay again once the employee has used some of his or her accrued but unused vacation pay.

Vacation benefits do not accrue for time worked in excess of 40 hours per week, such as overtime. Vacation also does not accrue during any pay period when no time is worked.

IV. Use of Vacation

- a. Vacation shall not be used prior to the time it is actually earned, and must be used in increments of one hour or more.
- b. Completion of one full month of service with CSUSM Corporation is necessary before vacation leave may be used. To ensure an efficient work flow, written approval from the employee's supervisor and/or appropriate administrator is required prior to the use of vacation. The requester should provide as much advance notice as possible prior to the proposed vacation leave, and vacation schedule requests will be considered in light of the expected work load and availability of staff for that period of time.
- c. All employees on sponsored projects are expected to use vacation within the grant or project period; otherwise all accrued but unused vacation may be paid out to the employee at the end of the project period at the employee's current rate of pay. This is to prevent situations where no funds are available to pay the accrued vacation time.
- d. All Part-time and/or Temporary employees who are eligible for vacation should use vacation during the period of appointment; otherwise all accrued but unused vacation will be paid at the end of the appointment.
- e. All accrued but unused vacation benefits are paid at the time of separation of employment at the employee's current rate of pay.
- f. Exempt (salaried) employees should not record vacation time off in less than one half (1/2) day increments.

PERSONAL TIME OFF (PTO):

CSUSM Corporation recognizes that each employee needs time off due to illness or to take care of personal business. Personal Time Off (PTO) may be used for a personal illness, medical appointments, school appointments, observance of religious holidays, or to conduct personal business.

I. Eligibility & Rate of PTO Accrual

Regular employees who are scheduled to work 40 hours per week may accrue PTO at the rate of six (6) hours per month (3 hours per pay period).

Regular employees who are scheduled to work less than 40 hours per week may accrue PTO on a pro rata basis.

Employees who are regularly scheduled to work at least 20 hours per week but less than 30 hours per week may accrue PTO on a pro rata basis. Employees who are employed by an academic-related appointment may be eligible to accrue PTO on a pro rata basis based

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on the teaching load. All other employees, including Student Assistants, are not entitled to accrue PTO.

II. Maximum PTO Accrual

Employees may accrue PTO up to a maximum amount that equals two times the employee's annual accrual entitlement. Once an employee has accrued the maximum amount of PTO, the accrual will stop. Employees may begin accruing PTO again once the employee has used some of his or her accrued but unused PTO.

PTO does not accrue for time worked in excess of 40 hours per week, such as overtime. PTO also does not accrue during any pay period when no time is worked.

III. Use of PTO

- a. For non-exempt (hourly) employees, PTO shall not be used prior to the time it is actually earned, and must be used in increments of one-half (1/2) hour or more.
- b. For exempt (salaried) employees, PTO shall not be used prior to the time it is actually earned and shall not be recorded in less than one-half (1/2) day increments.
- c. Completion of one full month of service with CSUSM Corporation is necessary before PTO may be taken. Employees should request Personal Time Off in advance for pre-scheduled appointments (meetings, appointments, etc.) so that adequate staffing may be ensured.
- d. All employees on sponsored projects are expected to use PTO within the grant or project period, otherwise all accrued but unused PTO may be paid out to the employee at the end of the project period. This is to prevent situations where no funds are available to pay the accrued PTO.
- e. All Part-time and/or Temporary employees who are eligible for PTO should use PTO during the period of appointment, otherwise all accrued but unused PTO will be paid at the end of the appointment.
- f. All accrued but unused PTO will be paid at the time of separation of employment at the employee's current rate of pay.
- g. Exempt (salaried) employees should not record PTO in less than one half (1/2) day increments.

HOLIDAYS:

The President of the University establishes the academic work days and holidays for the University, and CSUSM Corporation observes the same holidays. If classes are scheduled on a particular holiday, the President may reschedule the holiday to be observed on a different day. In order to qualify for holiday pay, eligible employees must be employed and on paid status with CSUSM Corporation on the date that the holiday is actually observed, as established by the University's academic calendar. Paid status is defined as performing work or taking paid leave any time during the pay period.

The following days are observed as holidays, although they may be actually observed on a different date: January 1st; Martin Luther King Jr.'s Birthday; Lincoln's Birthday; Washington's Birthday; Cesar Chavez's Birthday, Memorial Day; July 4th; Labor Day; Admissions Day; Columbus Day; Veterans' Day; Thanksgiving Day; December 25th; and other days designated by the Governor as a public holiday.

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Holiday pay will be paid on a pro rata basis to eligible employees who are regularly scheduled to work fewer than eight hours per day. Employees must report all holidays on the time sheets.

In some instances, employees may have vacation or PTO leave assigned during the closure of the campus between December 25 and January 1. For instance, if an exempt (salaried) employee does not work any time during the work week that the campus is closed and the employee does not have enough holiday and/or personal holiday hours to cover the week, the payroll department will assign vacation or PTO for those days or partial days unless the employee advises payroll in advance that the employee does not want vacation or PTO utilized for this purpose.

I. Working on Scheduled Holidays

Some situations may arise whereby it will be necessary for an employee to work on a scheduled holiday. Prior approval from the CSUSM Corporation Director of Human Resources and Payroll Services must be obtained before any CSUSM Corporation employee works on a scheduled holiday.

If a non-exempt (hourly) employee is approved to work on a scheduled holiday and is eligible for holiday pay, the employee is to be compensated for both the holiday and the actual hours of work at the employee's regular rate of pay, unless the employee has indicated they would like the option of taking a future day off. If a future day off is chosen, the employee must take the time off with pay within 180 days of the holiday. Prior approval from the CSUSM Corporation Director of Human Resources and Payroll Services must be obtained before any option for a future paid holiday is given to the employee.

PERSONAL HOLIDAY:

In addition to the 13 holidays observed by CSUSM Corporation, eligible employees receive Personal Holiday time each year. Personal Holiday is available for all eligible employees to use as of January 1 of each year and must be used by December 31. The Personal Holiday is capped at a day and one half (1 1/2) each year and it must be used in one full day increment (8 hours) and one half day increment (4 hours). Once the employee has accrued personal holiday, the employee may not accrue anymore personal holidays until that day and one half is used. Once the employee has used that day and one half, the employee will be eligible to accrue a new day and one half of personal holiday the following year.

Personal Holiday time will be paid on a pro rata basis to eligible employees who are regularly scheduled to work fewer than eight hours per day. Additionally, all accrued but unused Personal Holiday time will be paid at the time of separation at the employee's current rate of pay.