



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

Most employees who are regularly scheduled to work forty (40) hours per week and who have been appointed for a period of six months or longer 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 forty (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 twenty (20) hours per week but less than thirty (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 sixteen (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.

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 forty (40) hours per week, such as overtime. Vacation also does not accrue during any pay period when the employee is not on paid status. Paid status is defined as performing work or taking paid leave any time during the pay period and is an active employee not on a leave of absence.

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 workflow, written approval from the employee's supervisor and/or appropriate administrator is required prior to the use of vacation. The requestor 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 workload 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.
- d. All Part-time and/or Temporary employees who are eligible for vacation should use their vacation during their 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):

Personal Time Off (PTO) may be used by a benefitted employee for a personal illness, medical appointments, school appointments, observance or religious holidays, or to conduct personal business. When PTO is being taken in accordance with the CA paid sick leave allowance, the employee may use PTO for paid sick leave for care, treatment, or preventive care for the employee's own health conditions or that of a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. It may also be used in certain circumstances for an employee

who is a victim of domestic violence, sexual assault, or stalking to obtain relief, including medical attention and psychological counseling.

I. Eligibility & Rate of PTO Accrual

Employees who are regularly scheduled to work forty (40) hours per week and who have been appointed for a period in excess of six (6) months may accrue PTO at the rate of six (6) hours per month (three (3) hours per pay period).

Employees who are regularly scheduled to work at least twenty (20) hours per week but less than forty (40) hours per week and who have been appointed for a period of six (6) months or longer 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 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 forty (40) hours per week, such as overtime. PTO also does not accrue during any pay period when the employee is not on paid status.

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, appointment, 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.
- 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.

HOLIDAYS

The President of the University establishes the academic workdays 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.

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.

Holiday pay will be paid on a pro rata basis to eligible employees who are regularly scheduled to work fewer than eight (8) hours per day. Employees must report all holidays on the timecards.

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 head of CSUSM Corporation Human Resources 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 forty-five (45) days of the holiday. Prior approval from the Head of CSUSM Corporation Human Resources must be obtained before any option for a future paid holiday is given to the employee.

PERSONAL HOLIDAY:

In addition to the thirteen (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 ½) each year and it must be used in one full day increment (eight (8) hours) and one-half day increment (four (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 (8) 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.