

## 2024 Holiday Closure Attendance Guidelines

### **Exempt Employees**

The number of holiday hours an exempt employee earns is determined by the number of hours the employee is normally scheduled to work on the day the holiday is observed. Employees who are scheduled to work on Monday, December 30, 2024, and Tuesday, December 31, 2024, must report the number of hours they are normally scheduled as vacation or personal holiday.

If an exempt employee does not have sufficient vacation or personal holiday to cover campus closure, they have the option to work on the campus closure day or take a dock.

Employees who choose to work must check in with campus police dispatch by calling 657-278-2515. Employees will notify campus police dispatch of their entrance and exit and provide their work location, for safety purposes.

### **Intermittent Employees**

Intermittent staff employees will receive time off with pay for each holiday (December 25, 2024 – December 27, 2024) based on the hours on pay status during the pay period. Please **do not** post any holiday hours to Absence Management. Payroll Services will calculate and include the additional hours when the time is processed for payment.

### **Non-Exempt Employees**

All full-time, non-exempt employees must account for 40 hours in the week during the holiday closure by reporting eight (8) hours each of vacation, personal holiday, or CTO for December 30 and December 31, 2024. Employees who are less than full-time use available personal leave credits for the scheduled closure days on a prorated basis.

An employee on a leave of absence without pay shall not be entitled to the holiday. An employee in a non-pay status on a day a holiday is observed shall not be entitled to the holiday.<sup>1</sup>

If a holiday falls on a scheduled workday during an employee's vacation or within a period of absence chargeable to sick leave, the holiday will not be charged to sick leave or vacation time.<sup>2</sup>

### **Compressed Work Schedules**

The Chancellor's Office encourages reassigning employees who normally work compressed schedules to an 8-hour per day schedule for any week in which there is a holiday. Doing so simplifies attendance tracking and reporting and assures equity between employees, irrespective of work schedule. Employees reassigned to 8-hours per day for the holiday closure

must report eight (8) hours each of vacation, personal holiday, or CTO for December 30 and December 31, 2024. All schedule changes must be provided to the employee in advance (at least 21 days for CSUEU and APC employees; 14 days for Teamsters employees).

<sup>1</sup> This applies to exempt employees as well.

<sup>2</sup> This applies to exempt employees as well.

Employees on compressed work schedules who are not reassigned to 8-hour per day schedules for the holiday closure must report their attendance in accordance with their assigned schedule.

### **Bargaining Units 2, 4, 5, 6, 7, 9 and C99**

For employees on compressed work schedules that do not revert to a Monday through Friday work week with a scheduled holiday on their day off: the system will post the earned leave credit equal to the employee's normal workday as "Alternate Day Off" (ADO) as 1 unit for the day via Timesheet in CSU Time. Employees do not need to enter ADO earned.

- Bargaining Unit C99 Within 90 days of the observed holiday
- Bargaining Unit 4 (APC) Within 90 days of the observed holiday
- Bargaining Unit 6 (Teamsters) Within 90 days of the observed holiday
- Bargaining Units 2, 5, 7, 9 (CSUEU) Within 180 days of the observed holiday

### **Bargaining Unit 4**

- For employees on a 4/10 or a 9/80 work schedule: when a holiday falls on a day in which the employee is scheduled to work ten (10) hours or nine (9) hours, holiday pay will be for all hours (ten or nine) that the employee was scheduled to work.
- If a holiday is observed on Monday through Friday when an employee is not scheduled to work, the employee is entitled to observe the holiday on another scheduled workday within 90 days after the holiday was observed.

### **Bargaining Unit 8**

Employees whose regularly scheduled day off falls on the date the holiday is observed, must enter the number of hours equal to the employee's normal workday as "Holiday Credit – Straight" via Timesheet in CSU Time (but not less than eight (8) hours for full-time employees; prorated according to time base for less than full-time).

### **Insufficient Leave Credits to Cover Campus Closure Days**

Non-exempt employees in a bargaining unit who do not have sufficient vacation, CTO, or personal holiday to cover the day of closure should be provided an opportunity to make up the time in accordance with their respective collective bargaining agreements.

For exempt employees, please refer to the section on "Exempt Employees."

Employees must complete form STD 682 to receive approval to make up the time and then enter the made-up time in Timesheet in CSU Time as “CTO Premium Earn.” The employee will then be able to report CTO taken on the campus closure dates. As a reminder, non-exempt employees who are normally compensated for overtime on a time-and-one-half basis, would work only five (5) hours and 20 minutes of overtime to make up time for a regular, eight-hour day.

A *Dock Notice* must be submitted to Payroll Services by noon on Friday, December 13, 2024 for employees who do not elect to make up the time for December 30, 2024 and/or December 31, 2024. Additionally, employees on dock status need to enter “Dock” in Absence Management.

If the employee intends to make up the time but does not do so, Payroll and Data Services must be notified by Thursday, January 16, 2025 for Units 2, 5, 7, 9, and 4, and by Tuesday, March 4, 2025 for Unit 6, via a *Dock Notice* for the December hours not made up. An Accounts Receivable (A/R) will then be established for the salary overpayment and will be collected in full from the employee’s next pay warrant.

#### **Bargaining Units 2, 5, 7, and 9**

- If an employee does not have vacation accrued, sufficient CTO balance or personal holiday to cover the scheduled days of closure, they should be provided sufficient work prior to the scheduled closure to prevent any loss of pay or benefits.

#### **Bargaining Unit 4**

- If an employee’s length of service causes insufficient vacation or CTO accrual to cover December 30, 2024 and December 31, 2024, where possible, they should be provided sufficient work to prevent any loss of pay or benefits. Such work is compensated at the appropriate rate and performed prior to the scheduled days of closure (unless an appropriate administrator deems it necessary to assign an employee to work during the scheduled days of closure).

#### **Bargaining Unit 6**

- Unit 6 new employees have until February 28, 2025 to make up for December 30, 2024 and until March 1, 2025 to make up for December 31, 2024. For those reporting “no leave taken,” a comment must be entered indicating the employee will be making up time for the closure dates. Do not report this to payroll services; it is the department’s responsibility to internally monitor and record that the time is made up by the required date.

#### **Bargaining Unit 8**

- The collective bargaining agreement for Unit 8 does not have provisions for making up time, thus a *Dock Notice* must be submitted if an employee does not have sufficient leave credits to cover December 30, 2024 and/or December 31, 2024.