

2019 Options for Holiday Closure Payment Reference

Options by Bargaining Unit for Payment of Campus Closure Day November 29, 2019

Bargaining Unit	May Use vacation or Personal Holiday	May Use CTO	Options if employee does not have sufficient leave balances to cover closure days		Options if employee has sufficient leave balances to cover closure days – But Chooses not to use Leave	
MPP	X	N/A			N/A	
Confidential Non-exempt	X	X	Manager should make arrangements for employee to work & accrue CTO in advance of winter break and provide sufficient work prior to scheduled closure.*			
Confidential Exempt	X	N/A	May work on campus closure day(s). **		May work on campus closure day(s). **	
UAPD Unit 1	X	N/A	May choose to be docked if they have insufficient time.		If they elect not to use accrued time, they may elect to work on the campus closure day, November 29, 2019.	
CSUEU Units 2, 5, 7, 9 Non-exempt	X	X	1) May work CTO in advance of holiday for purpose of covering campus closure day(s).*	2) May choose to be docked for campus closure day(s). ***	1) May work CTO in advance of holiday for purpose of covering campus closure day(s).*	2) May choose to be docked for campus closure day(s). ***
			<i>OR</i>		<i>OR</i>	
CSUEU Units 2, 5, 7, 9 Exempt	X	N/A	1) Will be permitted to work sufficient extra hours in advance of holiday to cover the entire day(s) of closure(s). ****	2) May work on campus closure day(s). **	1) Will be permitted to work sufficient extra hours in advance of holiday to cover the entire day(s) of closure(s). ****	2) May work on campus closure day(s). **
			<i>OR</i>		<i>OR</i>	
APC Unit 4 Non-exempt	X	X	May be permitted to work sufficient extra hours in advance of holiday to cover the entire day(s) of closure(s). *		1) May Be permitted to work sufficient extra hours in advance of holiday to cover the entire day(s) of Closure(s). *	2) May choose to be docked for campus closure day(s). ***
					<i>OR</i>	
APC Unit 4 Exempt	X	N/A	1) May Be permitted to work sufficient extra hours in advance of holiday to cover the entire day(s) of Closure(s). ****	2) May work on campus closure day(s). **	1) May Be permitted to work sufficient extra hours in advance of holiday to cover the entire day(s) of Closure(s). ****	2) May work on campus closure day(s). **

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			<i>OR</i>		<i>OR</i>	
SETC Unit 6	X	X	New employees should be provided sufficient work (extra hours) in advance of the holiday to accrue CTO to cover the day(s) of campus closure. *	May choose to be docked for the campus closure day(s) ***		
SUPA Unit 8	Given the 24/7 nature of their campus obligations, this employee group is not affected by the campus closure					

***A non-exempt employee has to work an additional 5.3 hours of overtime to cover one 8-hour campus closure day. Payroll can assist in calculating CTO hours needed for part-time non-exempt employees or those on alternate work schedules. Non-exempt employees report these extra hours worked to their Department Time-Keeper (or self-reporters, if applicable) should enter the CTO earned in the Absence Management Self Service system once it's coordinated and/or approved by their manager/MPP no less than two weeks prior to November 29, 2019.**

****An exempt employee who chooses to work on a campus closure day are encouraged to inform their manager/MPP, no less than two weeks prior to November 29, 2019 that they will be working.**

*****A non-exempt employee who elects to be docked on a campus closure day must inform their manager/MPP and Department Time-Keeper (or self-reporters, if applicable) should enter the dock in the Absence Management Self Service system no less than two weeks prior to November 29, 2019.**

Manager/MPP and Department Time-Keeper:

- I. Before approving the dock, be sure that the employee has exhausted their applicable leave credits.
- II. Please ensure all docks are entered into Absence Management by applicable due date.
- III. Timekeepers must also email payroll with employees' Coyote Id Number, Name, and dock dates. All Supervisors and employees must be cc'd.

******An exempt employee accrues these hours as straight time and has to work an additional 8 hours to cover one campus closure day. Additional hours worked must be coordinated with the exempt employee's manager/MPP. Managers must report exempt employees' additional hours worked, for use on a campus closure day, to Payroll Services at payroll@csusb.edu no less than two weeks prior to November 29, 2019.**