

**SUBJECT: Summer 2019 - 4/10 Schedule and the 2019 Planned Campus Closures**

Dear Colleagues,

In preparation for the upcoming summer 2019 work schedule and the 2019/20 planned Campus closures, please review the listed information as it relates to payroll related items and payment deadlines for employees.

**Summer 2019 - 4/10 Schedule**

As summer 2019 is quickly approaching, this communication serves to inform the campus community that the CSUSB summer 2019 - 4/10 work schedule will commence the week of June 17, 2019, and will continue through the week of August 26, 2019. As such, the first Friday observed under the 4/10 work schedule will be June 21, 2019, and the last Friday observed under the 4/10 schedule will be August 26, 2019.

CSUSB departments that do not observe the summer 4/10 work schedule will receive communication from their manager regarding any adjustments to their work schedule for summer 2019.

**2019 Planned Campus Closures**

The Human Resources Department annually notifies all employees of the University's "[2019 CSUSB Employee Calendar](#)," detailing a listing of campus holidays and campus closure dates. A listing of CSUSB 2019 holidays and important payroll deadlines may also be accessed through the CSUSB Payroll website via <https://www.csusb.edu/payroll/payroll-calendars>. Additional details regarding 2019 campus closures is noted directly below:

**November 29, 2019, Campus Closure Day General Information**

Please note that November 29, 2019 is not a designated campus holiday, but it is considered a campus closure day. Employees may use may use Personal Holiday (PH), Additional Day Off (ADO), Compensatory Time Off (CTO), Holiday Credit (HC), and/or vacation to cover November 29, 2019. Note: Personal Holiday and Additional Day Off must be taken in full-day increments.

Employees hired prior to November 24, 2019; accrue one (1) Personal Holiday. The accrued Personal Holiday must be used before the end of the existing calendar year in which accrued, otherwise it will be forfeited. Employees who still have their Personal Holiday available are encouraged to utilize it on November 29, 2019.

**Payment for November 29, 2019, Campus Closure Day**

**PLEASE NOTE** -- the provisions for payment of campus closure days differ by employee unit. Employees should refer to the appropriate sections of their respective collective bargaining agreement (CBA), to review available options for coverage of November 29, 2019; a campus closure day. Employees may access respective CBAs via <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/> or employees may access a matrix detailing coverage options via the following link: <https://www.csusb.edu/human-resources>

Employees with insufficient vacation, PH, ADO, CTO, or HC to cover the campus closure day should consult their manager to discuss sufficient work options prior to the scheduled closure to prevent any loss of pay. Time worked for this purpose must be authorized by the appropriate administrator and documented on the appropriate forms.

Managers are encouraged to review and explore all available options provided and work with employees who will not have sufficient vacation, PH or accrued CTO balances to cover the day of closure. Opportunities provided for employees to work the necessary time must be in accordance to the collective bargaining unit agreements and/or applicable federal and state statutes. Additionally, managers may not require bargaining unit employees to work in order to supervise others who elect to work on a campus closure day.

**Distribution of Paychecks on December 31, 2019**

The December 2019 payday will occur on Tuesday, December 31, 2019, which is a campus holiday. Instructions on distribution of paychecks will be provided via a separate communication later this year.

**Governor's Informal Time Off**

Should the Governor authorize informal time off in 2019, it will be scheduled on Tuesday, December 24, 2019, the last working day before the Winter. If granted, employees scheduled to work on Tuesday, December 24, 2019, will receive the Governor's Informal Time Off for one-half of their scheduled work hours.

CSUSB reopens after the Winter Break on Thursday, January 2, 2020.

Managers and employees are encouraged to contact Human Resources at (909) 537-5138, to address any questions regarding the information provided in this communication.