

## 2017 Options for Holiday Closure Payment Reference

### Options by Bargaining Unit for Payment of Campus Closure Days – July 3, 2017 and November 24, 2017

| 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         |  |   |  |   |
| 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). **                  |
|                                   |                                      |             | <i>OR</i>  |   | <i>OR</i>  |   |

## 2017 Options for Holiday Closure Payment Reference

### Options by Bargaining Unit for Payment of Campus Closure Days – July 3, 2017 and November 24, 2017

| 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 |
|-----------------|--|-------------|---|--|
| 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 by two weeks prior to the respective campus closure day.

\*\* An exempt employee who chooses to work on a campus closure day are encouraged to inform their manager/MPP and copy Stacey Barnier, Director Human Resources, by two weeks prior to the respective campus closure day that they will be working.

\*\*\* A non-exempt employee who chooses 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 by two weeks prior to the respective campus closure day.

\*\*\*\* 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 Stacey Barnier, Employee and Labor Relations Manager (HR), by two weeks prior to the respective campus closure day.