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The California State University
SYSTEMWIDE HUMAN RESOURCES

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Date: December 19, 2008

Code: TECHNICAL LETTER
HR/Leaves 2008-01
Supplement #1

To: Human Resources Directors
Benefits Officer
Payroll Managers

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Human Resources Administration

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Subject: Title 5, California Code of Regulations Update – Paid Administrative Leave for Management Personnel Plan Employees

Overview

Audience:	Human Resources Directors, Benefits Officers, Payroll Managers, and/or designee(s) responsible for administering leave programs
Action Item:	None (information only)
Affected Employee Groups/Units:	Management Personnel Plan (MPP) employees

Summary

Title 5 of the California Code of Regulations has been amended to include a new leave program for MPP employees. Section 42729 provides for "Paid Administrative Leave." Under this program, the Chancellor or campus President may grant or place an MPP employee on paid administrative leave pursuant to the guidelines prescribed.

Campus Human Resources Directors, Benefits Officers, Payroll Managers, and/or designee(s) responsible for administering leave program information should review the remainder of this Technical Letter for further information.

Effective October 14, 2008, MPP employees are eligible for "Paid Administrative Leave" pursuant to Section 42729 of Title 5, California Code of Regulations, Division 5, Chapter 1, Subchapter 7, Article 2.2.

Under this program, the Chancellor or campus President may grant or place an MPP employee on paid administrative leave under any of the following circumstances:

Distribution:

CSU Presidents
Associate Vice Presidents/Deans of Faculty
Vice Chancellor, Human Resources
Vice Presidents, Administration
Human Resources Directors
Benefits Officers
Payroll Managers
Employee Relations Designees

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Section 42729 (a)

Up to sixty (60) calendar days for reasons related to:

1. The safety or health of employees,
2. The prevention of the disruption of programs and/or operations,
3. An investigation of alleged misconduct by the employee or the employee's significant job performance issues, or
4. The best interest of the University.

The Chancellor or campus President may extend this leave for up to an additional sixty (60) calendar days in extraordinary circumstances deemed by the Chancellor or campus President to warrant such an extension.

Section 42729 (b)

Up to six (6) months to:

1. Develop, update or improve the employee's management or supervisory skills as part of a program described in Title 5, Section 42727, or
2. Prepare an administrator with retreat rights to a faculty position to assume faculty responsibilities.

Employees continue to earn leave credits (e.g. sick, vacation) while on paid administrative leave. Section 42729 of Title 5 is available online via the California Code of Regulations website.

Requirements

The following methods will be implemented to document MPP paid administrative leave:

- Attendance Reporting

  Paid administrative leave for MPP employees pursuant to Section 42729 will be a campus attendance reporting requirement. For example, campuses that utilize the state's "Absence and Additional Time Worked Report" form Std. 634, or their campus-amended version, provided via hardcopy or electronically, will need to add a new reporting code to denote "ADML" = MPP Paid Administrative Leave. Campuses are requested to review and revise, as appropriate, other attendance reporting forms and formats available to their employees to accommodate the recording of this new leave program.

- Employment History System Reporting

  MPP paid administration leave is required to be tracked in the PIMS and PeopleSoft employment history databases if the leave duration exceeds one or more pay periods. Further details and coding information will be provided in a forthcoming technical letter communication.

- Leave Accounting System Reporting

  If a campus leave accounting system can track leave without offsetting the qualifying pay period for other accruals (e.g., vacation, sick), MPP paid administrative leave can be tracked in the campus system when

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the leave duration is less than one pay period. Further details on CLAS and Absence Management functionality for this purpose, along with coding information, will be provided in a forthcoming technical letter communication.

Questions regarding this technical letter may be directed to systemwide Human Resources at (562)951-4411. This technical letter is also available on Human Resources Administration's Web page at: http://www.calstate.edu/HRAdm/memos.shtml.

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