THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, CA 90802-4275
(562) 985-2674

Date: April 20, 1998 **Code: HR 98-04**

To: CSU Presidents

From: Samuel A. Strafaci (Sam Strafaci co.)
Interim Senior Director
Human Resources

Charles W. Lindahl (Chuck)
Interim Senior Vice Chancellor
Academic Affairs

Subject: **1998/99 ACADEMIC CALENDAR AND PAY PERIOD CERTIFICATION**

In accordance with Title 5, Section 42800, submission of the Academic Calendar and Pay Period Certification is necessary to establish the 1998/99 academic calendar. Completed documents, approved by you, must be returned to systemwide Human Resources Administration (attn: Theresa Hines) by **May 29, 1998**.

Academic Calendar Norms and Definitions (Attachment 1), the Beginning and Ending Dates of Pay Period listing (Attachment 2) and Pay Period Certification Form SC-47 (Attachment 3) are attached to the Academic Affairs copy of this letter. It is essential that the calendars, academic work days, and pay period inclusive dates be reviewed for accuracy and that designated work days be compatible with established norms. Human Resources Directors and Payroll Officers are familiar with the calendars and we urge that these individuals be included in the review process and receive copies of the completed calendar.

Effective dates and work dates supplied by the campus are programmed into the state payroll system by the State Controller. Changes that occur after the initial programming effort may cause delays in issuing faculty salary payments. If changes to the calendar are necessary, however, please be advised that the State Controller cannot make retroactive changes for payrolls already processed.

(over)

Distribution:		
	Vice Presidents, Academic Affairs	(With Attachments)
	Associate Vice Presidents/Deans, Faculty Affairs	(Without Attachments)
	Vice Presidents, Administration	"
	Vice Presidents, Student Services	"
	Business Managers	"
	Chief Advancement Officers	"
	Human Resources Directors	"
	Payroll Officers	"
	Employee Relations Designees	"
	Affirmative Action Officers	"
	Auxiliary Organizations	"

The initial pay period of both the fall and spring terms may include up to **45** calendar days. Therefore, the earliest possible start dates are Monday, August 17, 1998 for the fall, and Saturday, January 16, 1999 for the spring. While the pay day for any given academic pay period is the same as for the corresponding state pay period, the beginning and ending dates for the pay period may differ since they must conform to the beginning and ending dates of the academic term.

For accreditation purposes, the Western Association of Schools and Colleges defines a semester as 17 full weeks with at least 15 full weeks of academic class work or its equivalent in effort; a quarter is approximately 11 weeks, with 10 full weeks of academic class work. In addition, the Secretary of Education has defined "instructional time" as a period that includes examination periods and preparation for examinations. Therefore, campuses that use CSU minima for instructional days and examinations will be in compliance with Federal Title IV financial aid regulations.

Faculty who may be considering retirement at the close of the 1998/99 academic year should be alerted to coordinate their official retirement date with the retirement system and the campus. One year of service credit is earned for 10 pay periods of service during a fiscal year. Those on leaves of absence without pay during July and August 1998 must, after their return in September, complete 10 full pay periods on payroll status to earn a full year of service credit for the 1998/99 academic year. Those who may be affected should be reminded to schedule their retirements on or after July 1, 1999, rather than the day following the close of the 1998/99 academic year.

Please direct any questions you may have concerning information contained in this letter as follows:

Effect of Academic Calendar on Retirement and Other Benefits
Cordelia Ontiveros, Human Resources/ Academic Personnel Services (562) 985-2694

Academic Calendar Norms and Definitions
Jolayne Service, Academic Affairs/ Academic Planning (562) 985-2845

Academic Calendar and Pay Period Certification (Form SC-47)
Theresa Hines, Human Resources/ Human Resources Services (562) 985-2674

SAS/CWL/dth
Attachments

HR 98-04
Attachment 1

ACADEMIC CALENDAR
NORMS AND DEFINITIONS

To provide for the orderly development of campus academic calendars which are both responsive to local needs and basically consistent throughout the system, the Chancellor's Executive Council has adopted a number of "norms" and definitions. These are to be used in developing all academic calendars. The basic principle governing academic calendars throughout the system is that differences from campus to campus should be rationally based. They should not simply be chance occurrences.

NORMS:

Typical Year - The typical academic year shall consist of 147 instructional days. From year-to-year and from campus-to-campus, a variation of plus or minus two days is permissible.

Minimum Work Days - There shall be a minimum of 170 academic work days in the academic year.

Maximum Work Days - There shall be a maximum of 180 work days in the academic year, pursuant to the Unit 3 - Faculty MOU (Article 20.4).

DEFINITIONS:

Instructional Day - Any Monday through Friday during regular academic terms when class meetings are scheduled on a regular and extensive basis for the purpose of instruction.

Examination Day - Any day which is set aside for the exclusive purpose of administering final examinations for the term. When comparing campus calendars, institutions which integrate all or part of examination activity with regular instruction will be presumed to have four examination days per term. 8 DAYS MAXIMUM MAY BE SCHEDULED.

Registration Day - Any day during the academic year during which faculty are on duty for the purpose of advising, orientation, course enrollment, and similar activities. For purposes of counting work days, registration days which are also instruction or examination days will not be included a second time.

"Other Day" - Any day during the academic year when faculty are on duty for such purposes as faculty and departmental conferences, committee meetings, faculty development activities, etc..

Grades Due Days - Any day(s) prior to or at the close of the term which is designated specifically for the purpose of turning in final grades. This day must be included when computing total academic work days. Campuses that schedule grades due over several dates may count up to two days per semester or one day per quarter as academic work days. Prefer one day.

Evaluation Day - Days which are set aside for the reading of examinations and papers and for submission of final grades. A maximum of one day per term may be scheduled.

Commencement - Any day set aside for graduation ceremonies. Commencement is counted as an academic work day only if faculty participation is expected and normal, and if the day is not otherwise credited as an academic day. Campuses with school commencements extending over several days may count only one day in computing total academic work days.

Academic Work Days - The total of all of the above which occur between the beginning and ending dates of the academic year.

Academic Holiday - Any day (Monday through Friday) occurring between the beginning and ending of the academic year which is so designated by the President. Except by special arrangement, faculty are not expected to be on duty during academic holidays.

Faculty Vacation - The period from the end of one academic year to the beginning of the next when all continuing academic year faculty are on vacation status, except for those scheduled to teach in summer quarter or for those on duty by other special arrangement. For faculty taking a quarter off in exchange for summer quarter teaching, the period extends from the end of the quarter preceding the quarter taken off to the beginning of the quarter succeeding the quarter taken off.

BEGINNING AND ENDING DATES OF PAY PERIOD (Revised 5/94) 8512

The Department of Finance, Fiscal Systems and Consulting Unit, prescribes beginning and ending pay period dates. A schedule of fourteen patterns of pay period dates will be used. The patterns repeat within a twenty-eight year cycle. The patterns are numbered one through fourteen and are listed below. The pattern that will be used is shown below each calendar year for the twenty-eight year cycle 1994 through 2021.

YEAR:	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
PATTERN #:	7	1	9	4	5	6	14	2	3	4	12

YEAR:	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
PATTERN #:	7	1	2	10	5	6	7	8	3	4	5

YEAR:	2016	2017	2018	2019	2020	2021
PATTERN #:	13	1	2	3	11	6

	PAY PERIOD	INCLUSIVE DATES	NUMBER OF WORKDAYS (Including Holidays)
PATTERN #1	January	January 1 to January 31	22
	February	February 1 to March 1	21
	March	March 2 to March 31	22
	April	April 1 to May 1	21
	May	May 2 to May 31	22
	June	June 1 to June 30	22
	July	July 1 to August 1	22
	August	August 2 to August 31	22
	September	September 1 to September 30	21
	October	October 1 to October 31	22
	November	November 1 to November 30	22
	December	December 1 to December 31	21
PATTERN #2	January	January 1 to January 30	22
	February	January 31 to February 28	21
	March	March 1 to March 31	22
	April	April 1 to April 30	21
	May	May 1 to May 30	22
	June	May 31 to June 30	22
	July	July 1 to July 31	22
	August	August 1 to August 30	22
	September	August 31 to September 30	21
	October	October 1 to October 30	22
	November	October 31 to November 29	22
	December	November 30 to December 31	22

(Continued)

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BEGINNING AND ENDING DATES OF PAY PERIOD (Revised 5/94) **8512**

PATTERN #3	**January**	**January 1 to January 30**	**22**
	February	**January 31 to February 28**	**21**
	March	**March 1 to March 31**	**21**
	April	**April 1 to April 30**	**22**
	May	**May 1 to May 30**	**22**
	June	**May 31 to June 30**	**21**
	July	**July 1 to July 30**	**22**
	August	**July 31 to August 29**	**22**
	September	**August 30 to September 30**	**22**
	October	**October 1 to October 30**	**22**
	November	**October 31 to november 30**	**22**
	December	**December 1 to December 31**	**22**
PATTERN #4	**January**	**January 1 to January 30**	**22**
	February	**January 31 to February 28**	**21**
	March	**March 1 to March 31**	**21**
	April	**April 1 to April 30**	**22**
	May	**May 1 to May 31**	**22**
	June	**June 1 to June 30**	**21**
	July	**July 1 to July 30**	**22**
	August	**July 31 to August 31**	**22**
	September	**September 1 to September 30**	**22**
	October	**October 1 to October 30**	**22**
	November	**October 31 to December 1**	**22**
	December	**December 2 to December 31**	**22**
PATTERN #5	**January**	**January 1 to January 29**	**21**
	February	**January 30 to February 28**	**21**
	March	**March 1 to March 31**	**22**
	April	**April 1 to April 30**	**22**
	May	**May 1 to May 31**	**21**
	June	**June 1 to June 30**	**22**
	July	**July 1 to July 30**	**22**
	August	**July 31 to August 31**	**22**
	September	**September 1 to September 30**	**22**
	October	**October 1 to October 31**	**22**
	November	**November 1 to December 1**	**22**
	December	**December 2 to December 31**	**22**
PATTERN #6	**January**	**January 1 to January 31**	**21**
	February	**February 1 to March 1**	**21**
	March	**March 2 to March 31**	**22**
	April	**April 1 to April 30**	**22**
	May	**May 1 to May 31**	**21**
	June	**June 1 to June 30**	**22**
	July	**July 1 to July 31**	**22**
	August	**August 1 to August 31**	**22**
	September	**September 1 to September 30**	**22**
	October	**October 1 to November 1**	**22**
	November	**November 2 to December 1**	**22**
	December	**December 2 to December 31**	**22**

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BEGINNING AND ENDING DATES OF PAY PERIOD (Revised 5/94) **8512**

PATTERN #7	January	January 1 to January 31	21
	February	February 1 to March 1	21
	March	March 2 to March 31	22
	April	April 1 to April 30	21
	May	May 1 to May 31	22
	June	June 1 to June 30	22
	July	July 1 to August 1	22
	August	August 2 to August 31	22
	September	September 1 to September 30	22
	October	October 1 to October 31	21
	November	November 1 to November 30	22
	December	December 1 to December 31	22
PATTERN #8	January	January 1 to January 31	22
	February	February 1 to February 29	21
	March	March 1 to March 31	22
	April	April 1 to April 30	21
	May	May 1 to May 30	22
	June	May 31 to June 30	22
	July	July 1 to July 31	22
	August	August 1 to August 30	22
	September	August 31 to September 30	21
	October	October 1 to October 30	22
	November	October 31 to November 29	22
	December	November 30 to December 31	22
PATTERN #9	January	January 1 to January 30	22
	February	January 31 to February 29	22
	March	March 1 to March 31	21
	April	April 1 to April 30	22
	May	May 1 to May 30	22
	June	May 31 to June 30	21
	July	July 1 to July 30	22
	August	July 31 to August 29	22
	September	August 30 to September 30	22
	October	October 1 to October 30	22
	November	October 31 to November 30	22
	December	December 1 to December 31	22
PATTERN #10	January	January 1 to January 30	22
	February	January 31 to February 29	22
	March	March 1 to March 31	21
	April	April 1 to April 30	22
	May	May 1 to May 31	22
	June	June 1 to June 30	21
	July	July 1 to July 30	22
	August	July 31 to August 31	22
	September	September 1 to September 30	22
	October	October 1 to October 30	22
	November	October 31 to December 1	22
	December	December 2 to December 31	22

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(Continued)
BEGINNING AND ENDING DATES OF PAY PERIOD (Revised 5/94) 8512

PATTERN #11	January	January 1 to January 30	22
	February	January 31 to February 29	21
	March	March 1 to March 31	22
	April	April 1 to April 30	22
	May	May 1 to May 31	21
	June	June 1 to June 30	22
	July	July 1 to July 30	22
	August	July 31 to August 31	22
	September	September 1 to September 30	22
	October	October 1 to October 31	22
	November	November 1 to December 1	22
	December	December 2 to December 31	22
PATTERN #12	January	January 1 to January 31	22
	February	February 1 to March 1	21
	March	March 2 to March 31	22
	April	April 1 to April 30	22
	May	May 1 to May 31	21
	June	June 1 to June 30	22
	July	July 1 to July 31	22
	August	August 1 to August 31	22
	September	September 1 to September 30	22
	October	October 1 to November 1	22
	November	November 2 to December 1	22
	December	December 2 to December 31	22
PATTERN #13	January	January 1 to January 31	21
	February	February 1 to March 1	22
	March	March 2 to March 31	22
	April	April 1 to April 30	21
	May	May 1 to May 31	22
	June	June 1 to June 30	22
	July	July 1 to August 1	22
	August	August 2 to August 31	22
	September	September 1 to September 30	22
	October	October 1 to October 31	21
	November	November 1 to November 30	22
	December	December 1 to December 31	22
PATTERN #14	January	January 1 to January 31	21
	February	February 1 to March 1	22
	March	March 2 to March 31	22
	April	April 1 to May 1	21
	May	May 2 to May 31	22
	June	June 1 to June 30	22
	July	July 1 to July 31	21
	August	August 1 to August 30	22
	September	August 31 to September 30	22
	October	October 1 to October 31	22
	November	November 1 to November 30	22
	December	December 1 to December 31	21

ACADEMIC CALENDAR AND PAY PERIOD CERTIFICATION
FOR 19 ___ /19 ___ COLLEGE YEAR
Part II

Enter appropriate dates in the spaces provided. When more than one day is involved, enter *inclusive* dates. Every Monday through Friday that occurs during the college year must be identified. Every Saturday and Sunday that is counted as an academic work day must be identified. Enter 'NONE' for any activity or academic holiday that is not scheduled.

	*Summer Quarter	*Fall Quarter/Semester	*Winter Quarter/Term	*Spring Quarter/Semester
ACTIVITY: College Year Begins**				
Faculty Meetings, Departmental Conferences, etc.				
Orientation, Advisement, Registration, etc.				
Instruction Begins				
Last Day of Instruction				
Study Day(s) (If Applicable)				
Final Examinations				
Commencement				
Grades Due***				
College Year Ends				

ACADEMIC HOLIDAYS:

Summer/Fall Recess _____
Labor Day _____
Admissions Day _____
Columbus Day _____
Veterans Day _____
Thanksgiving Holiday _____
Fall/Winter Recess _____
Martin L. King, Jr. Day _____
Lincoln's Birthday _____
Washington's Birthday _____
Winter/Spring Recess _____
Memorial Day _____
Independence Day _____
Spring/Summer Recess _____
Other (specify) _____

OTHER:

Enter date(s) of any pre-opening orientation, registration or advisement when such activities are scheduled *prior* to regular opening of academic year: _____ to _____.

Enter date(s) and specify any academic work days or holidays not reported above: _____.

* The first and last dates entered in these columns should be the beginning and ending dates of the first and last pay periods of that term.
**Date entered here is the beginning date of the appropriate academic pay period.
***Date entered here is the last day of the appropriate academic pay period unless commencement and/or last day of college year are scheduled as an academic work day which falls after that date.

PREPARED BY: _____

PHONE NO.: _____ DATE: _____

APPROVED: _____
Campus President

SC 47 Rev. 3-86

ACADEMIC CALENDAR AND PAY PERIOD CERTIFICATION
FOR 19 ___ /19 ___ COLLEGE YEAR
Part I

In accordance with Section 42800, Title 5, California Administrative Code, the following information is submitted for _____ campus.

Enter the beginning and ending dates for each academic pay period and the number of academic work days and holidays contained in each. When one term ends and the subsequent term begins during the same *calendar* month, either (1) add the beginning days of the new term to the subsequent pay period, (2) add the ending days of the term to the preceding pay period, or (3) establish two academic pay periods for that calendar month. It should be noted that the establishment of two academic pay periods within the same calendar month will create payroll processing problems for faculty who change time base between terms.

Pay Period	Beginning Date*	Ending Date**	No. Academic Work Days***	Dates of Academic Holidays
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

*First date entered is the beginning of the college year.
**Last date entered is the end of the college year.
***List month and date of any Saturdays or Sundays which are counted as academic work days:

ENTER DATES:
College Year Begins _____
Summer Quarter Begins _____
Summer Quarter Ends _____
Fall Quarter Begins _____
Fall Quarter Ends _____
Winter Quarter Begins _____
Winter Quarter Ends _____
Spring Quarter Begins _____
Spring Quarter Ends _____
College Year Ends _____

TOTAL NUMBER OF ACADEMIC WORK DAYS IN:
College Year _____
Summer Quarter _____
Fall Quarter _____
Winter Quarter _____
Spring Quarter _____

(Over)

ACADEMIC CALENDAR AND PAY PERIOD CERTIFICATION
FOR 19 ___ /19 ___ COLLEGE YEAR
Part I

In accordance with Section 42800, Title 5, California Administrative Code, the following information is submitted for: _____ campus.

Enter the beginning and ending dates for each academic pay period and the number of academic work days and holidays contained in each. When one term ends and the subsequent term begins during the same *calendar* month, either (1) add the beginning days of the new term to the subsequent pay period, (2) add the ending days of the term to the preceding pay period, or (3) establish two academic pay periods for that calendar month. It should be noted that the establishment of two academic pay periods within the same calendar month will create payroll processing problems for faculty who change time base between terms.

Pay Period	Beginning Date*	Ending Date**	No. Academic Work Days***	Dates of Academic Holidays
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

*First date entered is the beginning of the college year.
**Last date entered is the end of the college year.
***List month and date of any Saturdays or Sundays which are counted as academic work days:

_____

ENTER DATES:
College Year Begins _____
Fall Semester Begins _____
Fall Semester Ends _____
Spring Semester Begins _____
Spring Semester Ends _____
College Year Ends _____

TOTAL NUMBER OF ACADEMIC WORK DAYS IN:
College Year _____
Fall Semester _____
Spring Semester _____

(Over)

ACADEMIC CALENDAR AND PAY PERIOD CERTIFICATION
FOR 19 ___ /19 ___ COLLEGE YEAR
Part II

Enter appropriate dates in the spaces provided. When more than one day is involved, enter *inclusive* dates. Every Monday through Friday that occurs during the college year must be identified. Every Saturday and Sunday that is counted as an academic work day must be identified. Enter 'NONE' for any activity or academic holiday that is not scheduled.

	*Summer Quarter	*Fall Quarter/Semester	*Winter Quarter/Term	*Spring Quarter/Semester
ACTIVITY: College Year Begins**				
Faculty Meetings, Departmental Conferences, etc.				
Orientation, Advisement, Registration, etc.				
Instruction Begins				
Last Day of Instruction				
Study Day(s) (If Applicable)				
Final Examinations				
Commencement				
Grades Due***				
College Year Ends				

ACADEMIC HOLIDAYS:

Summer/Fall Recess _____
Labor Day _____
Admissions Day _____
Columbus Day _____
Veterans Day _____
Thanksgiving Holiday _____
Fall/Winter Recess _____
Martin L. King, Jr. Day _____
Lincoln's Birthday _____
Washington's Birthday _____
Winter/Spring Recess _____
Memorial Day _____
Independence Day _____
Spring/Summer Recess _____
Other (specify) _____

OTHER:

Enter date(s) of any pre-opening orientation, registration or advisement when such activities are scheduled *prior* to regular opening of academic year: _____ to _____.

Enter date(s) and specify any academic work days or holidays not reported above: _____.

* The first and last dates entered in these columns should be the beginning and ending dates of the first and last pay periods of that term.
**Date entered here is the beginning date of the appropriate academic pay period.
***Date entered here is the last day of the appropriate academic pay period unless commencement and/or last day of college year are scheduled as an academic work day which falls after that date.

PREPARED BY: _____

PHONE NO.: _____ DATE: _____

APPROVED: _____
Campus President

SC 47 Rev. 3-86

ACADEMIC CALENDAR AND PAY PERIOD CERTIFICATION
FOR 19___ /19 ___ COLLEGE YEAR

EXTRA QUARTER ASSIGNMENT AND SUMMER QUARTER ASSIGNMENT

In accordance with Section 42800, Title 5, California Administrative Code, the following information is submitted for: _____ campus.

This is a pay period calendar for Quarter System Year-Round Operation campuses who appoint instructional faculty to Class Codes 2368 (Extra Quarter Assignment), Class Codes 2367 (Designated Discipline, Extra Quarter Assignment), 2389 (Designated Discipline, Summer Quarter Assignment) and/or 2390 (Summer Quarter Assignment). This calendar is required in order to pay faculty in these instructional classes when pay for the term is to be issued in three (3) installments.

Enter the beginning and ending dates for each academic pay period and the number of academic work days and holidays contained in each. When one term ends and the subsequent term begins during the same calendar month, either (1) add the beginning days of the new term to the subsequent pay period, or (2) add the ending days of the term to the preceding pay period.

Pay Period	Beginning Date*	Ending Date**	No. Academic Work Days***	Dates of Academic Holidays
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

*First date entered is the beginning of the college year.
**Last date entered is the end of the college year.
***List month and date of any Saturdays or Sundays which are counted as academic work days:

_____

ENTER DATES:
College Year Begins _____
Summer Quarter Begins _____
Summer Quarter Ends _____
Fall Quarter Begins _____
Fall Quarter Ends _____
Winter Quarter Begins _____
Winter Quarter Ends _____
Spring Quarter Begins _____
Spring Quarter Ends _____
College Year Ends _____

TOTAL NUMBER OF ACADEMIC WORK DAYS IN:
College Year _____
Summer Quarter _____
Fall Quarter _____
Winter Quarter _____
Spring Quarter _____

PREPARED BY: _____

PHONE NO.: _____ DATE: _____

APPROVED: _____
Campus President

SC 47(A) QSYRO/EQA Rev. 3-86