

Hourly / Intermittent Employees

Appointments

Please contact the appropriate [Human Resources Manager](#) for information regarding the hiring or reappointment of an Hourly / Intermittent staff employee including Retired Annuitant and Special Consultant appointment types.

Pay Periods and Paydays

Refer to the [Payroll Calendar](#) for details regarding the CSU pay period begin and end dates, Paydays, Direct Deposit Posting Dates and Holiday information.

Attendance Reporting

Active hourly employees can refer to the [Report Work Hours](#) Quick Step Guide for details on how to report work hours. Absence Eligible employees should refer to the [Report an Absence](#) Quick Step guide for details on how to report leave. Work hours should be reported at the beginning / end of each work day. Reported work hours should be reviewed and approved on a weekly basis.

State Service Credits

Hourly / Intermittent employees earn one (1) qualifying month of state service credit for every one hundred sixty (160) hours worked. Hours worked in excess of 160 shall be carried forward to the next accumulation period. Employees cannot exceed one (1) accrual within a given pay period.

Example:

PAY PERIOD	OCTOBER	NOVEMBER	DECEMBER
REPORTED WORK HOURS	60	80	80
ACCUMULATED TOTAL	60	140	220
CARRY FORWARD HOURS	60	140	60
STATE SERVICE CREDIT			1

Leave Credits

Vacation

**Please refer to [CSU Salary Schedule](#) for details regarding the Vacation Rate for your job code / classification.*

Vacation accruals are earned for each qualifying state service credit and available for use on the first day of the following pay period.

SUMMARY OF VACATION ACCRUAL RATES		
STATE SERVICE REQUIREMENTS*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED ANNUALLY
0 - 3 YEARS; 1 TO 36 MONTHS	6 2/3 HOURS	10
3 - 6 YEARS; 37 TO 72 MONTHS	10 HOURS	15
6 - 10 YEARS; 73 - 120 MONTHS	11 1/3 HOURS	17
10 - 15 YEARS; 121 TO 180 MONTHS	12 2/3 HOURS	19
15 - 20 YEARS; 181 TO 240 MONTHS	14 HOURS	21
21 - 25 YEARS; 241 TO 300 MONTHS	15 1/3 HOURS	23
OVER 25 YEARS; 301 MONTHS AND UP	16 HOURS	24
VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATION IN:		
EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (R03) AND ACADEMIC SUPPORT (R11)	16	24

Sick Leave

Eight (8) hours of sick leave is accrued for each state service credit. Hours are available for use on the first day of the following pay period.

Personal Holiday

Upon hire, employees are granted one (1) Personal Holiday for use each calendar year. Hourly / Intermittent employees should refer to the chart below to accurately determine the total number of hours you should report for your Personal Holiday.

Holiday Pay

Active hourly / intermittent employees (Retired Annuitants excluded) are entitled to holiday pay for each holiday observed by the campus. The following holiday pay hours will be applied by payroll when a holiday is observed.

HOURS WORKED	HOLIDAY PAY
0 - 10.9	0 hours
11 - 30.9	1 hour
31 - 50.9	2 hours
51 - 70.9	3 hours
71 - 90.9	4 hours
91 - 110.9	5 hours
111 - 130.9	6 hours
131 - 150.9	7 hours
151 +	8 hours