

**CALIFORNIA STATE UNIVERSITY, EAST BAY**  
**INSTRUCTIONS FOR ABSENCE AND ADDITIONAL TIME WORKED REPORT**

**GENERAL INSTRUCTIONS:** INFORMATION REQUIRED ON THIS DOCUMENT IS IN ACCORDANCE WITH CURRENT BARGAINING UNIT CONTRACTS AND/OR CSU POLICIES. ABSENCE REPORTS ARE DUE IN THE PAYROLL OFFICE ON OR BEFORE THE FIFTH (5th) WORKING DAY OF THE NEXT PAY PERIOD. CONTACT YOUR DEPARTMENT ATTENDANCE COORDINATOR IF YOU HAVE ANY QUESTIONS REGARDING YOUR LEAVE CREDITS. THE FOLLOWING ITEMS ARE MANDATORY. INCOMPLETE FORMS WILL BE RETURNED.

All absences, excess hours and holidays worked are reported on the Absence Request for each pay period as follows:

Enter pay period (month and year); check qualifying (11 days or more of pay) or non-qualifying pay period (employee will **NOT** earn sick or vacation credits, or State Service credit [which affects Vacation Change Dates] for the pay period); indicate if employee has more than one position; check if this absence report is a revision to a previous report for the same pay period; circle time base (FT or INT) or enter time base fraction if less than full-time; circle FLSA Code and enter CBID number—see State Salary Schedule. Enter Name, Social Security Number, agency/reporting unit. **Absences with Pay:** Check appropriate box, indicating type(s) of absence(s). Furnish all information requested in items requiring additional information. Attach Military Duty orders if applicable. **Absences Without Pay (Dock):** Complete boxes, indicating type of unpaid absence.

**SPECIFIC LINE INSTRUCTIONS:**

**Pay Period Dates:** The columns before “1” and after “31” should be used when a pay period includes dates from another month.

**Irregular Work Schedule:** ALL Employees (excluding Intermittent Hourly and Academic Year) working Irregular Schedules (Flex) must indicate actual hours scheduled to work during the pay period on this line. All employees must submit a monthly Absence Report if they are on an irregular work pattern (any pattern other than 8 hours per day 5 days a week Monday – Friday).

**SL01, SL02, SLBL, FL01, VA01, CT01, HC01 and HT01:** Enter the actual number of hours the employee used each day. **Exception: Exempt Employees (FLSA “E”)** must report absences in full days (pro-rata for part-time employees). Partial day absences may only be reported if the exempt employee is on an irregular schedule in which case the employee must report no less than the number of hours scheduled to work on that day. Refer to current Bargaining Unit Contracts, CSU policies and Human Resources Office for further details.

**FL01 Funeral Leave** – Refer to current Bargaining Unit Contracts, CSU Policies and Human Resources Office for further details.

**Physicians (R01):** Five (5) days for each death of a significantly close relative, spouse or domestic partner.

**CSUEU (R02, 5, 7 9):** Five (5) days for each death of a significantly close relative or immediate family member.

**Faculty (R03):** Five (5) days with pay for each death in the immediate family.

**Academic Support (R04):** Five (5) days with pay for each death of a significantly close person.

**Skilled Trades (R06):** Five (5) days for each death of a significantly close relative or immediate family member. Restrictions apply to hourly employees.

**Public Safety (R08):** Two (2) days for each death of a significantly close person, three (3) days if travel over five hundred (500) miles roundtrip is required.

**Academic Student Employees (R11):** Two (2) days with pay for each death of an immediate family member, or three days with pay if travel of over 500 miles is required.

**Confidential (C99):** Five (5) days for each death of an immediate family member or significantly close relative.

**Management Personnel Plan (MPP) (M80):** Five (5) days for each death of an immediate family member or significantly close relatives.

**Executives (M98):** Five (5) days for each death of an immediate family member or significantly close relative.

**Excluded (E99), Police Officer Cadet only:** Two days for each death of an immediate family member.

**Excluded (E99):** Not available to employees within this employee category.

**MP01 Paid Maternity/Paternity Leave** – Refer to current Bargaining Unit Contracts, CSU Policies and Human Resources Office for further details.

**Physicians (R01):** 20 days – Commences with the arrival of the employee’s new child, and days run consecutively.

**CSUEU (R02, 5, 7, 9):** 30 days – Commences within 60 days of the arrival of the new child, and days run consecutively, unless mutually agreed otherwise by employee and appropriate administrator. Leave is normally taken in daily increments.

**Faculty (R03):** 30 days – Commences within 60 days of the arrival of the employee’s new child, and days run consecutively.

**Academic Support (R04):** 30 days – Commences within 60 days after the arrival of each new child. Days run consecutively and in full-day increments, unless mutually-agreed otherwise by the employee and the appropriate administrator. Limited to a maximum of 30 workdays with pay per calendar year if leave is for placement of one or more foster children with the employee or with employee’s spouse or domestic partner.

**Skilled Trades (R06):** 30 days - Commences with the arrival of a new infant or adopted child up to age (5), and days run consecutively. Scheduling of leave may be modified by mutual agreement.

**Public Safety (R08):** 30 eight-hour workdays, or equivalent (not to exceed 240 hours) – Commences with the arrival of the employee’s new child, and days run consecutively.

**UAW (R11):** None – Not available to employees within this employee category.

**Confidential (C99):** 30 days – Commences within 60 days of the arrival of the new child, and days run consecutively. Leave may only be taken in daily increments. Upon, mutual agreement and on an exception basis, the scheduling of the leave may be modified to meet the operational needs of the campus.

**Management Personnel Plan (MPP) (M80):** 30 days – Commences within 60 days of the arrival of the new child, and days run consecutively. Upon mutual agreement and on an exception basis, the scheduling of the leave may be modified to meet the operational needs of the campus.

**Executives (M98):** 30 days – Commences within 60 days of the arrival of the new child, and days run consecutively.

**Excluded (E99):** None – Not available to employees within this employee category.

**CT06, CT08, HT06 and HT07:** Non-exempt employees earning Compensating Time Off or Holiday CTO – enter the actual number of hours worked.

**HC05:** If an employee is on an alternate work schedule and the holiday is observed on a non-workday, enter the hours equal to his/her normal workday. This holiday must be used within (180) days.

**PH01:** Personal Holiday must be used in full day increments. Enter “1” when recording a used PH.

**MP01, ML01, EM01, and ADML:** MUST be reported in DAYS, not hours.

**ADML:** MPP Paid Administrative Leave up to (60) calendar days.

**JD01, SW01:** Employee must provide verification of actual service for jury duty or Subpoena Order from Court. An employee who serves on jury duty shall receive his/her salary ONLY if he/she remits the amount received for such duty to the CSU. If employee chooses to keep amounts paid by the court, leave credits must be used to cover the hours on jury duty. Payment for travel expenses need not be remitted.

**DISAB LV:** If Disability is approved after the original absence report is submitted, a Revised Absence Report is required. Report Disability Leaves as follows: NDI = Non-Industrial Disability Leave, NDIS = Non-Industrial Disability Leave with Supplementation, IDL = Industrial Disability Leave, IDSL = Industrial Disability Leave with Supplementation, ICS = CSU IDL Sick Leave Supplementation Program, EI = Enhanced Industrial Disability Leave (R08 employees only), TD = Temporary Disability, TDF = Temporary Disability with Full Supplementation. Employees on Irregular Work Schedules are returned to a Regular Work Schedule for the duration of their disability pay.

**Paid Overtime:** Use the symbol “P” if the employee is to be paid. Submit OT Payment Request form. Do not post paid time to the Attendance Report Form 672.

**L or A:** Informal Leave Without Pay hours (L) must be communicated to the Payroll Office by the 15<sup>th</sup> of the month to ensure correct pay for the employee. DO NOT POST TO ATTENDANCE REPORT Form 672. Departments with employees in AWOL situations should contact the Human Resources Office for guidelines.

**Employee’s signature and date signed:** Employees have the responsibility to give their supervisor advance notification when they anticipate a future absence. When an unanticipated emergency causes the absence, the employees are responsible for notifying their supervisor as soon as possible and keeping their supervisor informed as to the possible date of return. Employees are also responsible for promptly reviewing and signing their absence report(s) at the end of the pay period and submitting to supervisor. If the employee is unavailable, enter “Employee not available” on this line and submit by due date, followed up with an original signature when obtained on a copy of the absence report immediately.

**Supervisor’s approval, signature and date required.** Supervisors are responsible for ensuring that employees comply with the regulations governing absences from work prior to approving and signing the employee’s absence report. Methods of verification can include telephone, physician statement, home or hospital visit. If the absences are not approved, contact the Human Resources Office for guidelines to report the absences.