



Purpose

To ensure accurate recording of leave usage and appropriate leave balances for campus employees.

Introduction

Beginning with the July 2012 pay period, all leave accrual and usage will be tracked in the Absence Management Self Service (AMSS) system for all staff, management and twelve month faculty. This allows for employees to enter their own leave information and allows for online approvals by the lead/supervisor/appropriate administrator. This includes vacation, sick, personal holiday and most other time that was previously tracked on the absence report. Absences should be charged according to the number of hours an employee is normally scheduled to work on a particular day. Employees are responsible for reporting and monitoring their own leave accruals and usage. AMSS allows employees, their college/department and their lead/supervisor/appropriate administrator access to view/monitor leave details and balances.

Procedures

Leave/Absence reporting and approval (online or paper) deadlines are on the [Campus Event Calendar](#). Reporting is typically due by the 2nd working day following the close of a pay period. Absence approvals are typically due by the 5th working day following the close of a pay period.

Online Leaves/Absence Reporting and Approvals

Leave/Absences for a pay period are reported and tracked online in all AMSS for staff, management and twelve month faculty.

Instructions/Guidelines for AMSS are available by role:

[Employee Role](#)
[Timekeeper Role](#)
[Manager/Lead Role](#)
[AMSS FAQ](#)

Completion of Paper Form

The [Absence Report and Time Worked \(STD 634\)](#) form may still be used when Payroll determines it is necessary and for all academic year (AY) faculty leave/absence reporting. Accrued vacation, sick leave, and CTO can be entered/charged in hundredth of an hour increments. Please see the [Appendix A](#).

A [paper Absence Report](#) (STD 634) is still needed for certain circumstances such as:

- Absence reporting for pay periods **prior to July 2012** (unless you were part of the IRES pilot group),
- All academic year (AY) faculty leave/absence reporting.
- Hourly Intermittent Employee – Reporting hours worked and additional hours for holidays that occur in a pay period
- Reporting a dock by the 15th of the month to avoid overpayment,
- Special leaves being coordinated through the Employee Leaves or Workers' Compensation programs,
- When adding an absence to a finalized prior period where "No Leave Taken" was initially reported
- When deleting an absence from a finalized prior period.

Holidays

An hourly intermittent employee is entitled to holiday pay for each campus observed holiday in accordance with the following table which reflects proportional holiday pay based on the relationship of total hours worked in the holiday pay period to total hours in that pay period. Please see [Appendix B](#).



Exempt Employees

With the exception of Family and Medical Leave-eligible employees, exempt employees cannot be charged for absences of less than a full day.

Intermittent Employees

Eligible hourly employees can charge leave credits only for the number of hours they are normally scheduled to work. Intermittent hours must be entered in tenths of an hour increments. See [Appendix C](#).

Signatures/Approvals

The employee and the supervisor/lead must sign the paper absence report after the last reported absence. Online approvals by manager/leads should occur should also occur after the last reported leave/absence.

Note: When changing the absences reported previously, write on the top of the absence sheet "REVISED" and be sure to include all absences taken during the pay period (not just the changes).

Fields to be Completed

Category	Instructions	Category	Instructions
<i>Chico State ID</i>	Enter your Chico State ID	<i>Department Name</i>	Enter the name of the department.
<i>Last Name</i>	Print/type your last name	<i>CMS Dept ID</i>	Enter the department ID.
<i>First Name</i>	Print/type your first name	<i>Employee Status</i>	Check the appropriate box.
<i>Middle Initial</i>	Print/type your middle initial	<i>Employee Status</i>	Indicate whether you are "exempt" or 'non-exempt.' Refer to the Salary Schedule to determine this status.
<i>Pay Period</i>	Enter the month and year of the pay period when the leave time was used or the intermittent Employee hours were worked.	<i>Certified by Employee (Signature and Date)</i>	Employee signs statement certifying that the information on the report is accurate and in full compliance with legal requirements.
		<i>Approved by Lead or Supervisor (Signature and Date)</i>	Supervisor or Lead signs statement approving that the employee's information on the report is accurate and in full compliance with legal requirements.



Leave/Absence and/or Intermittent Time Worked Categories and Explanations

Refer to provisions in appropriate collective [bargaining unit contract](#) for the CSU represented employees, or by Title V and CSU policy for non-represented employees regarding usage of leave benefits.

Category	Explanation
INTERMITTENT EMPLOYEES Time worked	Used by employees appointed as an hourly <i>Intermittent Employee</i> to report hours of work and additional hours that must be paid for holidays that occur during the pay period. The number of hours due an Intermittent Employee for holidays is dependent upon the number of hours worked in the pay period. See Appendix C .
SICK LEAVE Self	Used to report absences due to the illness, medical, or dental appointment. NON-EXEMPT employees can charge their sick leave in hundredths of an hour increments. EXEMPT employees must charge their sick leave in one day increments. (Example: An exempt employee working four 10-hour days would enter 10 hours of sick leave for one day of absence.)
SICK LEAVE Family illness	Used to report absences when attending to matters related to an immediate family member's illness or medical or dental appointment. NON-EXEMPT employees can charge their sick leave in hundredths of an hour increments. EXEMPT employees must charge their sick leave in one day increments.
SICK LEAVE Death in family	Used to report absences when attending to matters related to the death in the family. Refer to appropriate collective bargaining unit contract for details.
BEREAVEMENT/ FUNERAL LEAVE	Used to report absences for the bereavement to attend a funeral of a member of the employee's immediate family. You must indicate relationship of family member on the form. Refer to appropriate collective bargaining unit contract for details.
VACATION LEAVE	Use to report absences for an approved vacation period. NON-EXEMPT employees can charge their vacation to the hundredth of the hour. See Appendix A . EXEMPT employees must charge their vacation in the number of hours that is equivalent of one working day for one day of vacation. (Example: A half-time exempt employee would enter 4 hours of vacation time for one day of absence.)
USING OVERTIME CREDITS	Used by NON-EXEMPT employees for absences charged against available CTO (compensatory Time Off for overtime worked) hours. NON-EXEMPT employees can charge their vacation to the hundredth of the hour. See Appendix A .
USING PERSONAL HOLIDAY	Used to report Personal Holiday usage for eligible employees. A Personal Holiday is one (1) working day and it must be used by December 31 or it will be lost.
SHORT-TERM MILITARY LEAVE	Used to report "ordered" military service absences of 30 days or less. Absences <i>greater</i> than 30 days must be processed as a <i>formal</i> leave. You must attach a copy of your military orders.
MATERNITY/ PATERNITY/ ADOPTION LEAVE	Used to record the allowable <i>paid</i> absence days of an employee who was approved for maternity, paternity, or adoption leave. Use this section to record the number of paid days allowed and used by the employee. Record all other absences above and beyond the allowable days in their appropriate leave categories. Provisions for the number of paid leave benefits days are outlined in your bargaining unit agreement.
UNPAID LEAVE (DOCK)	Used to record <i>approved and/or unapproved</i> unpaid absences of 15 days or less (informal leave). Absences greater than 15 days must be processed as formal leave. Exempt employees must record their absences in whole days. An informal leave resulting in more than 11 days of pay in the pay period may impact benefits and other bargaining agreement or MPP entitlements. Submit advance copy to the Payroll Office by the 15 th day of the pay period.
AWOL Absence without leave	Used to record all unscheduled <u>and</u> unapproved unpaid absences by the employee. Submit advance copy to the Payroll Office by the 15 th day of the pay period. Departments with employees in AWOL situations should contact Human Resources Service Center.
JURY DUTY	Used to report an absence for jury duty (selection process and jury panel service). To be eligible to receive full pay while on jury duty, you must show your supervisor/lead a certification indicating the dates and time of service or a signed statement to that effect. You must request payment of court fees with the court and submit a specified portion of the fees you received to the Student Financial Services Office (SSC 230). If fees are not surrendered to the University, you must charge vacation time for the absence or be docked in pay. Exempt employees cannot be charged for a partial day's absence.



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Leaves / Absence Reporting

Category	Explanation
SUBPOENAED WITNESS	Used to report an absence for serving as an expert witness for the State of California <i>for State business</i> . To be eligible to receive full pay while serving as a witness for State business, you must accept court fees and submit a specified portion of the fees you receive to the Student Financial Services Office (SSC 230). If fees are not surrendered to the University, you must charge vacation time for the absence or take a dock in pay. If you were subpoenaed as a witness <i>and</i> are a party to the suit, or you were subpoenaed as an expert witness for non-state business, you must charge paid vacation time for the absence or be docked in pay. Exempt employees cannot be charged for a partial day's absence.
PROFESSIONAL DEVELOPMENT LEAVE (AMSS only)	The designation is for certain represented employees where the Collective Bargaining Agreement (CBA) allows for an <i>unpaid</i> leave of absence for professional development, subject to the provisions in the CBA. It should not be used by an employee going to a training or conference while on paid status.
OTHER ABSENCES	Used to report absences not listed on this form. Example Holiday Informal Time Off (HITO) credit when granted by the Governor. Indicate date, hours used or earned, and reason for the absence.



Appendix A: Conversion table – Minutes to Decimal Hours (hundredth)

Minutes	Hours		Minutes	Hours
1	0.02		31	0.52
2	0.03		32	0.53
3	0.05		33	0.55
4	0.07		34	0.57
5	0.08		35	0.58
6	0.10		36	0.60
7	0.12		37	0.62
8	0.13		38	0.63
9	0.15		39	0.65
10	0.17		40	0.67
11	0.18		41	0.68
12	0.20		42	0.70
13	0.22		43	0.72
14	0.23		44	0.73
15	0.25		45	0.75
16	0.27		46	0.77
17	0.28		47	0.78
18	0.30		48	0.80
19	0.32		49	0.82
20	0.33		50	0.83
21	0.35		51	0.85
22	0.37		52	0.87
23	0.38		53	0.88
24	0.40		54	0.90
25	0.42		55	0.92
26	0.43		56	0.93
27	0.45		57	0.95
28	0.47		58	0.97
29	0.48		59	0.98
30	0.50		60	1.00



Appendix B: Holiday pay for Hourly Intermittent Employees

Hours on Pay Status During Pay Period*	Holiday Pay in Hours for Each Holiday
0 - 10.9	0
11 - 30.9	1
31 - 50.9	2
51 - 70.9	3
71 - 90.9	4
91 - 110.9	5
111 - 130.9	6
131 - 150.9	7
151 or over	8
*Exclusive of holiday hours not actually worked	

Appendix C: Conversion table – Minutes to Decimal Hours (tenths)

REPORT
FRACTIONS
OF HOURS
IN TENTHS

Minutes		Hours
1-6	-	.1
7-12	-	.2
13-18	-	.3
19-24	-	.4
25-30	-	.5
31-36	-	.6
37-42	-	.7
43-48	-	.8
49-54	-	.9
55-60	-	1.0

Appendix D: References

[Collective Bargaining Agreements](#)
State Administrative Manual, 8539