

## Lesson Plan

for Handout (HO) and PowerPoint (PP) entitled

### **When You Need A Break: Vacation, Sick Leave, and other Paid or Unpaid Leaves of Absence**

#### I. HO page 1, PP slides 2-6: **Absence *Without Leave***

- HO p. 2, PP s. 3: An absence without leave is grounds for discipline or discharge.

#### II. HO p. 2-4, PP s. 8-17: **Vacation**

- HO p. 2, PP s. 8: Only 10-, 11-, and 12-month employees earn vacation.
- HO p. 2-3, PP s. 10-14: There is a 320- or 440-hour limit on how much earned but unused vacation you can carry over from one calendar year to the next.
- HO p. 3, PP s. 15-17: Earned but unused vacation is a “vested interest” and, other than by forfeiting any amount in excess of the limit above, you do not lose it if you do not use it.

#### III. HO p. 4-6, PP s. 18-25: **Sick Leave**

- HO p. 5, PP s. 22: Unlike vacation, sick leave can be accumulated *without* limit.
- HO p. 5, PP s. 22: Unlike vacation, accrued but unused vacation is *not* a vested interest and you lose it if you do not use it.
- HO p. 6, PP s. 23: Sick leave can *not* be charged to “exempt” employees for partial-day absences.

#### IV. HO p. 6-7, PP s. 26-31: **Other Paid Leave**

- HO p. 6, PP s. 26-27: **Paid parental leave** of up to 30 consecutive workdays for each new child.
- HO p. 7, PP s. 28: **Paid funeral leave** of up to 5 workdays for each death.
- HO p. 7, PP s. 29: **Paid military leave** for first 30 calendar days.
- HO p. 7, PP s. 30-31: **Paid judicial leave** when serving on jury duty and **paid absence as a witness** in the interest of the CSU.
- HO p. 7, PP s. 32: **Paid organ donor leave** of up to 30 days and **paid bone marrow donor leave** of up to 5 days.

V. HO p. 8-10, PP s. 33-45: Unpaid Leave

- HO p. 8-9, PP s. 33-41: **Unpaid family and medical leave** (“FML”) of up to 12 weeks every 12 months for employees who have at least 12 months (or 1 AY) of service.
  - HO p. 8, PP s. 34-35: CSU can designate leave taken for an FML-qualifying event as FML.
  - HO p. 8, PP s. 36-37: You must use sick leave and vacation before going on any unpaid portion of FML, *i.e.*, FML runs “concurrently” with other leave.
- HO p. 9, PP s. 42-44: **Unpaid pregnancy disability leave** of up to 4 months that do *not* run concurrently with FML.
- HO p. 9-10, PP s. 45: **Unpaid parental leave** of up to 12 months that run concurrently with FML.
- HO p. 10: **Unpaid military leave** of up to 26 weeks that run concurrently with FML.

VI. HO p. 10, PP s. 46: Summary of Health-Related Leaves

Type of Leave	Handout Section	CBA Article	Paid	Duration	Must Use Sick Leave First	Runs Concurrently with Sick Leave	Runs Concurrently w/ FML
Sick Leave	III	19	Yes	Unlimited	N/A	N/A	Yes
Pregnancy Disability	V.B	22.20	No	4 Months	No	No	No
Parental A	IV.A	20.14	Yes	30 Days	No	No	Yes
Parental B	V.C	22.5-6	No	12 Months	No	No	Yes
Family & Medical	V.A	22.7-30	No	12 Weeks	Yes	Yes	N/A
Organ Donor	IV.F	20.F	Yes	30 Days	Yes	No	Maybe
Bone Marrow Donor	IV.F	20.F	Yes	5 Days	Yes	No	Maybe