

Leave Benefits Policies/Programs	Summary	Related Rule, Law, or Regulations*	Bargaining Unit	Eligibility	Paid by
Adoption Leave	Any permanent employee may request and be granted a leave of absence without pay for the adoption of a child for a period not to exceed six months or one year as specified.	GC 19991.6(c)(3) FMLA, CFRA	1-21, Excluded, including Confidential	All permanent employees.	Unpaid
Annual Leave Program	Eligible employees earn annual leave credits rather than sick leave and vacation credits and are eligible to receive enhanced Non-Industrial Disability Insurance (50% of gross salary and option to supplement with leave credits to 75% or 100% of gross salary).	GC 19858.4; 19858.5; 19858.7; 19849.10-.18; GC 19858.6	1, 5-10, 12-14, 16-20, Excluded, including Confidential	All employees who have accrued leave credits and have elected to participate.	Employer Paid
Bereavement Leave	State employees are allowed paid time off if a specified member of their family dies. 3 days per occurrence and define family.	GC 19859.3,	1-21, Excluded, including Confidential	All permanent State employees and some probationary employees. See your personnel office.	Employer Paid
Catastrophic Leave Program	Allows eligible employees to receive donations of annual leave, vacation, compensating time off, personal leave, and/or holiday credits from other eligible employees when the receiving employee faces financial hardship due to injury or the prolonged illness of the employee, or specified family members.	CCR 599.925 , GC 19991.13	1-21, Excluded, including Confidential Unit 20 Special Schools – refer to your MOU	All permanent State employees except for seasonal employees.	Donated Leave Credits
Domestic Violence Leave	Employees may take time off to seek medical attention for injuries caused by domestic violence, obtain psychological counseling related to the experience of domestic violence, obtain services from a domestic violence shelter, program, or rape crisis center, or to participate in safety planning to increase safety from future domestic violence.	Labor Code Section 230.1	All	All employees of employers with 25 or more employees.	Employer Paid
Enhanced Industrial Disability Leave	An employee who loses the ability to work for more than 22 workdays on the 40-hour clock as the result of an injury incurred in the official performance of his/her duties may be eligible for a financial augmentation to the existing industrial disability leave benefits (IDL). The intent of the program is to maintain, as closely as possible, the disabled employee's monthly take home pay.	CCR 599.769(b), GC 19871.2., LC 4800-4820	6-8, 10, 16, 19, 20, Excluded, including Confidential	The department's appointing power has the final decision regarding employee's eligibility for EIDL.	Employer Paid
Family Activity Leave	Employees are permitted to use accumulated leave credits to attend family or school-related activities. Departments are encouraged to provide flexible schedule arrangements to accommodate employee needs.	CCR 599.912	CSEA Master, 12, 13, 16, Excluded, including Confidential	All permanent State employees.	Employer Paid
Family Crisis Leave	Employees may use accumulated leave credits (including sick leave credits where appropriate) to attend to family crisis situations. Departments are encouraged to provide flexible schedule arrangements to accommodate employee needs.	CCR 599.911	CSEA Master, 12, 13, 16, Excluded, including Confidential	All permanent State employees.	Employer Paid
Family Medical Leave Act	Entitles an eligible employee to take 12 weeks of paid or unpaid, job-protected leave each calendar year, regardless of how much FMLA has been taken during the past 12 months, to obtain care for their own serious health condition or to care for a seriously ill child, parent, or spouse. Health coverage at the State contribution rate is continued for the duration of the leave.	GC 12945.1--2; Federal FMLA 1993	All units, Excluded, including Confidential	All State employees with 12 months of service and 1,250 hours in the previous 12 months.	Unpaid
Family School Partnership Act	Allows an employee to take up to 40 hours per calendar year, not exceeding eight hours in any calendar month of the year, to participate in activities at his/her child's school.	LC 230.8	All units, Excluded, including Confidential	All State employees.	Unpaid
Industrial Disability Leave	Provided to employees who are Public Employees' Retirement System (CalPERS) and State Teachers Retirement System (STRS) members and become temporarily disabled because of a work-related injury.	GC 19869-19877.1,	9, 19, 20, 21, Excluded, including Confidential	All State Teachers' Retirement System and CalPERS members.	Employer Paid
Informal Leave	An informal leave of absence without pay may be granted for a period not to exceed 11 working days in a 22-day pay period.	GC 19991.1--2, CCR 599.785	1-4, 6-8, 10-21, Excluded, including Confidential	Employees who have permanent status.	Unpaid
Jury Duty	Employees may be absent with pay for jury duty provided they remit the jury fee to their department.	GC 19991.3	All units, Excluded, including Confidential	All State employees.	Employer Paid
Military Leave	Employees are allowed only 30 days of paid time off for either short-term or long-term military leave. Short-term military leave may be up to 180 calendar days; long-term leave is considered six months to four years.	GC 20990-21002; MVC 389-399.5	All units, Excluded, including Confidential	All State employees.	Unpaid
Non-Industrial Disability Insurance (NDI)	A wage continuation program provided to employees who are unable to work due to an injury or illness that is not work related.	GC 19878-19885,	All units, Excluded, including Confidential	All employees who are CalPERS members and have at least six months of service.	Employer Paid
Parental Leave of Absence	An employee may be granted up to one year of unpaid leave for purposes of pregnancy, childbirth, or care for a newborn child.	GC 19991.6, 21013	All units, Excluded, including Confidential	All State employees.	Unpaid
Paid by Personal Holiday	Once an employee has completed six months of employment, each full-time employee becomes eligible for a personal holiday each fiscal year.	GC 19854	All units, Excluded, including Confidential	Employees who have completed six months of employment	Employer Paid

Leave Benefits Policies/Programs	Summary	Related Rule, Law, or Regulations*	Bargaining Unit	Eligibility	Paid by
Personal Leave Program	Personal leave shall be requested and used by the employee in the same manner as vacation or annual leave.	GC 19996.3; CCR 599.937	All units, Excluded, including Confidential	Employees who have available leave credits.	Employer Paid
Pregnancy Disability Leave (PDL)	Unpaid leave for a period of actual disability caused by pregnancy, childbirth, or related medical conditions. PDL is provided for a maximum of four months, as medically needed.	CCRV11035	All units, Excluded, including Confidential	All female State employees.	Unpaid
Sick Leave	Employees appointed to permanent, limited-term (LT), or temporary authorization appointment (TAU) positions are entitled to accrue sick leave credits. Employees can use up to six months to care for an ill or injured family member, or any person residing within the immediate household. Such absence shall be limited to six workdays per occurrence or, in extraordinary situations, to the time necessary for care until physician or other care can be arranged.	GC 19859, 19861-19864, 19866, 19991.4	1-21, Excluded, including Confidential	All State employees who have balances.	Employer Paid
Transfer of Leave Credits for Family Members	Employees are permitted to transfer eligible leave credits between family members to care for ill family members, to provide leave credits for a family member who has a serious health condition, or for parental or adoption leaves.	CCR 599.913	CSEA Units 2, 5, 6, 7, 10, 12, 16, 18, 19, Excluded, including Confidential	All permanent State employees.	Unpaid
Temporary Leave of Absence	Temporary leave may be granted without pay to any employee for a period not to exceed 30 calendar days.	CCR 599.781, GC 19991.1	All units, Excluded, including Confidential	All State employees.	Unpaid
Unpaid Leave of Absence	Employees may be granted an unpaid leave of absence for a period not to exceed one year for reasons including union activity, temporary incapacity due to illness, education, research project, or to be loaned to another governmental agency.	DPA 599.781, GC 19991.1	1-4, 6-8, 10-21, Excluded, including Confidential	All State employees, Excluded, including Confidential employees must have one year of service.	Unpaid
Vacation	All employees (other than those enrolled in Annual Leave) earn vacation credits based on years of State service.	GC 19858, 1, 19856, 19856.1, 19991.4,	All units, Excluded, including Confidential	All State employees with six months of service.	Employer Paid
Veteran's Educational Leave	Eligible employees who served in the armed forces may, upon application, be granted an educational leave of absence without pay.	GC 21006; MVC 981-981.7,	All units, Excluded, including Confidential	All State employees.	Unpaid

*** KEY TO ACRONYMS**

CCR	California Code of Regulations	GC	Government Code	IC	Insurance Code	LC	Labor Code
FC	Family Code	HSC	Health and Safety Code	IRC	Internal Revenue Code	MVC	Military Veterans' Code

**IF YOU EVER HAVE
A CAREER ISSUE,
CALL US FIRST!
(800) 624-2137**

ASSOCIATION OF CALIFORNIA STATE SUPERVISORS

1108 O Street, Suite 400
Sacramento, CA 95814
www.ACSS.org | acss@ACSS.org

KNOW *your* RIGHTS

**LEAVE POLICIES
AND PROGRAMS**

A comprehensive guide to leaves available to Excluded State Employees.