

ARTICLE 15

LEAVES OF ABSENCE WITH PAY

Jury Duty Leave

- 15.1 An employee who serves on jury duty shall receive their regular salary only if the employee remits the amount received for such duty to the CSU. Payment for travel expenses and subsistence received by the employee need not be remitted. If the employee elects to retain the jury duty fees, their time off for jury duty is not compensable. The employee may elect to use vacation to cover the time off.
- 15.2 An employee who works less than full-time shall be eligible for time off with pay for jury duty only for those hours the employee was scheduled to work.
- 15.3 An employee who receives initial notification that they are subject to jury duty shall notify the appropriate administrator.
- 15.4 The employee is required to notify the appropriate administrator prior to taking leave for jury duty. Verification of actual service for jury duty shall be provided by the employee when requested by the appropriate administrator.

Absence as a Witness

- 15.5 Employees serving as court-subpoenaed witnesses or expert witnesses in the interest of the CSU shall seek the payment of witness fees. Whenever possible, the employee shall confer with the attorney requesting their appearance to determine whether certified copies of appropriate documents would be suitable and would eliminate the need for a court appearance.
- 15.6 An employee who is absent as a court-subpoenaed witness or expert witness in the interest of the CSU shall be paid the normal salary for the corresponding period of absence. No portion of the employee's salary shall be forfeited as the result of such an appearance; however, all court fees (except personal travel and/or subsistence payments) shall be remitted to the CSU. If the employee does not remit such fees, an amount equal to the fees shall be deducted from the employee's salary. No vacation shall be used in such cases.
- 15.7 An employee who receives court fees in excess of regular earnings may keep the excess and need remit only an amount equal to the compensation paid the employee while on leave. If the employee chooses to retain the entire fee, then the time taken off shall be charged as vacation, and if no vacation time is available, the employee shall be docked for the period of absence.

- 15.8 An employee serving as a court-subpoenaed witness on a holiday or while on vacation, or expert witness in the interest of the CSU, shall not have such service deducted from their accrued vacation or holiday credit.
- 15.9 An employee who is a party to a suit, subpoenaed witness, or who is an expert witness not serving in the interest of the CSU shall appear on their own time. The employee shall be charged vacation or holiday credit, and if no vacation or holiday credit is available, the employee shall be docked for the period of absence.

Time Off to Vote

- 15.10 An employee who would otherwise be unable to vote outside of their regular working hours may be granted up to two (2) hours of worktime without loss of pay to vote at a general, direct primary or presidential primary election.

An employee shall be required to request such leave time from the appropriate administrator at least two (2) working days prior to the election.

Bereavement/Funeral Leave

- 15.11 For each death of an immediate family member, upon request to the President, the employee shall be granted five (5) days leave with pay. The employee shall give notice of the need for leave to the appropriate administrator as soon as possible. Upon request, upon return to work, the employee shall provide written notice including the name and relationship of the deceased to substantiate the leave.

- 15.12 A leave granted in accordance with this provision may be supplemented in accordance with bereavement provisions of Article 14, Sick Leave.

- 15.13 The term “Immediate family” as used in this Article shall mean:

- The employee’s spouse or domestic partner;
- The employee, spouse or domestic partner’s: parent, step-parent, grandparent, great-grandparent, sibling, child or grandchild (including foster, adopted and step), aunt, uncle;
- The employee’s son-in-law, daughter-in-law;
- A person living in the immediate household of the employee, except domestic employees, roomers, boarders, and/or roommates.

Military Leave

- 15.14 Emergency military leave, temporary military leave, and indefinite military leave shall be granted to eligible employees in accordance with state and federal law. Disputes between the employee and the military shall not be subject to Article 8, Grievance Procedure, of this Agreement.

Parental Leave

- 15.15 Parental Leave shall refer to a leave for the purpose of a parent preparing for the arrival of, or a parent or legal guardian caring for, a new child, up to their eighteenth (18th) birthday, to the employee's immediate family due to the birth, adoption, foster care assignment, or legal guardianship of the minor child with the employee.

An employee shall be entitled to a maximum of thirty (30) workdays Parental Leave (as defined above, and subject to the requirements of Provisions 16.7-16.19) per calendar year, with pay which shall commence within sixty (60) days of the arrival of a new child. Such leave shall be taken consecutively, unless mutually-agreed otherwise by the employee and the appropriate administrator. Parental Leave is normally taken in daily increments. Such leave shall be in addition to available sick leave and to available vacation. Paid Parental Leave runs concurrently with any other related leaves for which the employee is eligible.

Organ or Bone Marrow Donor Leave

- 15.16 Upon presentation of written verification that they are an organ or bone marrow donor and there is a medical necessity for the donation, an employee who has exhausted all available sick leave is eligible for the following leaves of absence with pay:
- a. A paid leave of absence not exceeding 30 consecutive calendar days in any one- year period to any employee who is donating their organ to another person.
 - b. A paid leave of absence not exceeding five consecutive calendar days in any- one year period to any employee who is donating their bone marrow to another person.