

## ARTICLE 20

### LEAVES OF ABSENCE WITH PAY

#### Judicial Leave

- 20.1 An employee who serves on jury duty shall receive their regular salary only if they remit 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 or compensatory time off (CTO) to cover the time off.
- 20.2 An hourly employee shall be eligible for time off with pay for jury duty only for those hours they were scheduled to work.
- 20.3 An employee who is called for jury duty shall promptly notify the appropriate administrator and shall make efforts to arrange jury duty at a time least disruptive to their work schedule.
- 20.4 The employee is required to notify in writing 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.

#### Military Leave

- 20.5 Emergency military leave, temporary military leave, and indefinite military leave shall be granted to eligible employees in accordance with state and federal law. This provision shall not be subject to Article 10, Grievance Procedure, of this Agreement.

#### Absence as a Witness

- 20.6 Employees serving as court-subpoenaed witnesses or expert witnesses in the interest of the CSU shall seek the payment of witness fees. Whenever possible, employees 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.

- 20.7 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. 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 or CTO shall be used in such cases.
- 20.8 An employee who is party to a suit or who is an expert witness not serving in the interest of the CSU shall appear on their own time and may seek the payment of witness fees. The employee shall be charged vacation or CTO, and if no vacation or CTO is available, the employee shall be docked for the period of absence.

### Bereavement Leave

- 20.9 For each death of a significantly close person, upon request to the President, the employee shall be granted five (5) days leave with pay.
- 20.10 A leave granted in accordance with provision 20.9 above may be supplemented in accordance with the bereavement provision in Article 19, Sick Leave, if requested by the employee.
- 20.11 The term "significantly close person" as used in this Article shall mean:
- The employee's spouse or registered domestic partner;
  - The employee, spouse or registered domestic partner's: parent, step-parent, grandparent, great-grandparent, sibling, child or grandchild (including foster, adopted, and step), parent's siblings;
  - The employee's child-in-law;
  - A person living in the immediate household of the employee, except domestic employees, roomers, boarders, and/or roommates.
- 20.12 The employee shall give notice of the need to use bereavement leave to the Appropriate Administrator as soon as possible. Upon return to work, and only upon request, the employee shall provide the name and relationship of the deceased.

### Citizen's Necessity Leave

- 20.13 Any non-citizen unit member who is completing a process for becoming a U.S. citizen upon written request may be granted two (2) hours time off without loss of pay to attend oath of allegiance ceremonies.
- 20.14 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.

### Parental Leave

- 20.15 An employee shall be entitled to up to thirty (30) workdays “parental leave” with pay, which shall commence within sixty (60) days after the arrival of each new child(ren). The maximum benefit of thirty (30) workdays with pay within any twelve (12) month period shall be provided in connection with the arrival of a new child(ren) and the placement of one (1) or more foster children with the employee or the employee’s spouse or registered domestic partner.

Parental leave shall be taken consecutively and in full-day increments unless mutually-agreed otherwise by the employee and the appropriate administrator. Such leave runs concurrently with any other related leaves for which the employee is eligible.

Parental leave shall be provided in connection with either:

- a. The birth and ongoing care in the employee’s home of a child(ren) with the employee, employee and their spouse or the employee and their registered domestic partner, or
- b. The placement of a child(ren) in the employee’s home, for the purpose of adoption or foster care, with the employee, the employee and their spouse, or the employee and their registered domestic partner.

An exception to the requirement for the child(ren) to be in the employee’s home shall be made when the employee provides documentation that the child(ren) is in the hospital or the child(ren) is with the spouse or registered domestic partner in another location and the employee is going to that location to care for the child(ren).

## Organ Donor and Bone Marrow Leave

- 20.16 Upon presentation of written verification that they are organ or bone marrow donors and there is a medical necessity for the donation, employees who have exhausted all available sick leave are eligible for the following leaves of absence with pay:
- a. A paid leave of absence not exceeding thirty (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 (5) consecutive calendar days in any one year period to any employee who is donating their bone marrow to another person.