

**CALIFORNIA STATE UNIVERSITY, EAST BAY**  
**INSTRUCTIONS FOR ABSENCE AND ADDITIONAL TIME WORKED REPORT**

**GENERAL INSTRUCTIONS:** INFORMATION REQUIRED ON THIS DOCUMENT IS IN ACCORDANCE WITH CURRENT BARGAINING UNIT CONTRACTS AND/OR CSU POLICIES. ABSENCE REPORTS ARE DUE IN THE PAYROLL OFFICE ON OR BEFORE THE FIFTH (5th) WORKING DAY OF THE NEXT PAY PERIOD. CONTACT YOUR DEPARTMENT ATTENDANCE COORDINATOR IF YOU HAVE ANY QUESTIONS REGARDING YOUR LEAVE CREDITS. THE FOLLOWING ITEMS ARE MANDATORY. INCOMPLETE FORMS WILL BE RETURNED.

All absences, excess hours and holidays worked are reported on the Absence Request for each pay period as follows:

Enter pay period (month and year); check qualifying (11 days or more of pay) or non-qualifying pay period (employee will **NOT** earn sick or vacation credits, or State Service credit [which affects Vacation Change Dates] for the pay period); indicate if employee has more than one position; check if this absence report is a revision to a previous report for the same pay period; circle time base (FT or INT) or enter time base fraction if less than full-time; circle FLSA Code and enter CBID number—see State Salary Schedule. Enter Name, Social Security Number, agency/reporting unit. **Absences with Pay:** Check appropriate box, indicating type(s) of absence(s). Furnish all information requested in items requiring additional information. Attach Military Duty orders if applicable. **Absences Without Pay (Dock):** Complete boxes, indicating type of unpaid absence.

**SPECIFIC LINE INSTRUCTIONS:**

**Pay Period Dates:** The columns before “1” and after “31” should be used when a pay period includes dates from another month.

**Irregular Work Schedule:** ALL Employees (excluding Intermittent Hourly and Academic Year) working Irregular Schedules (Flex) must indicate actual hours scheduled to work during the pay period on this line. All employees must submit a monthly Absence Report if they are on an irregular work pattern (any pattern other than 8 hours per day 5 days a week Monday – Friday).

**SL01, SL02, SLBL, FL01, VA01, CT01, HC01 and HT01:** Enter the actual number of hours the employee used each day. **Exception: Exempt Employees (FLSA “E”)** must report absences in full days (pro-rata for part-time employees). Partial day absences may only be reported if the exempt employee is on an irregular schedule in which case the employee must report no less than the number of hours scheduled to work on that day. Refer to current Bargaining Unit Contracts, CSU policies and Human Resources Office for further details.

**FL01 Funeral Leave** – Refer to current Bargaining Unit Contracts, CSU Policies and Human Resources Office for further details.

**Physicians (R01):** Five (5) days for each death of a significantly close relative, spouse or domestic partner.

**CSUEU (R02, 5, 7 9):** Five (5) days for each death of a significantly close relative or immediate family member.

**Faculty (R03):** Five (5) days with pay for each death in the immediate family.

**Academic Support (R04):** Five (5) days with pay for each death of a significantly close person.

**Skilled Trades (R06):** Five (5) days for each death of a significantly close relative or immediate family member. Restrictions apply to hourly employees.

**Public Safety (R08):** Two (2) days for each death of a significantly close person, three (3) days if travel over five hundred (500) miles roundtrip is required.

**Academic Student Employees (R11):** Two (2) days with pay for each death of an immediate family member, or three days with pay if travel of over 500 miles is required.

**Confidential (C99):** Five (5) days for each death of an immediate family member or significantly close relative.

**Management Personnel Plan (MPP) (M80):** Five (5) days for each death of an immediate family member or significantly close relatives.

**Executives (M98):** Five (5) days for each death of an immediate family member or significantly close relative.

**Excluded (E99), Police Officer Cadet only:** Two days for each death of an immediate family member.

**Excluded (E99):** Not available to employees within this employee category.

**MP01 Paid Maternity/Paternity Leave** – Refer to current Bargaining Unit Contracts, CSU Policies and Human Resources Office for further details.