

**Glossary of Terms Absence/Time Reporting Codes**

Absence Name	Description
Additional Day Off (ADO)	An alternate day off is a compensated day off, taken on an employee's regularly scheduled work day, and made available to an employee assigned to a compressed/alternate work schedule when an observed holiday falls on the employee's non-workday, pursuant to respective MOUs and CSU policy.
Bereavement/Funeral Leave	Compensable time off due to death of an employee's immediate family member as defined in the respective collective bargaining agreement/CSU policy provision.
Citizen's Necessity	Two (2) hours time off without loss of pay for a non-citizen Unit 4 employee to attend oath of allegiance ceremonies and/or for a Unit 4 employee to vote at a general, direct primary, or presidential primary election.
Compensatory Time Off (CTO)	Paid time off that was earned by an employee in lieu of receiving cash payment for overtime.
CTO–Premium earn	Time earned at the overtime (one and one-half times) rate.
CTO –Straight	Time earned at the straight (one time) rate.
Holiday Credit	(Unit 8): Paid time off that was earned by an employee in lieu of receiving cash payment for time worked on a Holiday; (Unit 1) Holiday credit is the time credited to an employee when he/she works on a holiday.
Jury Duty	CSU compensation and benefits continue when an employee is summoned for juror service provided that a Proof of Service or Jury Fee remittance is provided to the CSU as applicable.
Maternity/Paternity Leave	Paid leave provided to an employee who as parent, is preparing for the arrival and or care of a new child.
Military Leave	Paid and unpaid leave time extended to employees who are members of the Armed Forces of the United States, the National Guard or Naval Militia. CSU compensation and leave duration are contingent upon the nature of the military leave type.
Military Spouse/Domestic Partner	An unpaid leave of absence up to 10 days to an employee who works at least an average of twenty (20) hours per week and also is the spouse or domestic partner of a qualified member of the military on leave from deployment.
MPP Paid Administrative Leave ( <b>New</b> )	Paid leave for which an MPP employee is granted or placed by the President at a campus or the Chancellor at the Chancellor's office pursuant to Title 5 Section 42729.
Organ Donor/Bone Marrow	Paid leave provisions for employees who are organ or bone marrow donors.
Parental Leave	Paid leave provided to an employee who as parent, is preparing for the arrival and or care of a new child.
Personal Holiday	A compensated day off designated by the employee.
Professional Development Leave	Time off for employees to participate in programs and activities intended to better the employee's skills and abilities, pursuant to the respective collective bargaining unit or CSU policy.
Sick Leave	Earned time used to compensate time off due to an employee's personal illness or the illness or bereavement of eligible family members.
Union Leave	Time used by an employee represented under a collective bargaining agreement for union-related business.
Vacation	Earned time used when an employee takes compensated time off from work for personal rest and relaxation.
No Time Taken ( <b>New</b> )	Used in instances where the employee has not used (taken) absences/reported and/or earned time.
Holiday CTO	Compensatory Time Off (CTO) earned as a result of an employee working on the day a holiday is officially observed, as provided for in the respective Memorandum of Understanding (MOU) or policy provision.
Holiday CTO (Straight)	Compensatory Time Off (CTO) paid/taken at the straight time hourly rate of pay.
Dock	A loss of earnings due to a non-compensable period of absence.
Holiday (Hourly)	Holiday time pursuant to the number of hours of holiday pay that an employee may be entitled to, pursuant to the respective Memorandum of Understanding (MOU) or policy provision.