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 1999 1.6(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, as specified family members. CCR 599.925, GC 1999 1.13
1-21, Excluded, including Confidential Unpaid Event (22 employees) and School - refer to your MOU. Employer Paid

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 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 line of performance of his/her duties may be eligible for a financial augmentation to the existing Industrial disability leave benefits (BDL). 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 All permanent State employees except for seasonal employees. 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, 19969-19977.1
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 1999 1.1-2, CCR 599.785
1-4, 6-8, 10-21, Excluded, including Confidential Unpaid Employees who have permanent status.

Jury Duty
Employees may be absent with pay for jury duty provided they remit the jury fee to their department. GC 1999 1.3
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 2099021002; M/VC 389-399.5
All units, Excluded, including Confidential All State employees. Employer Paid

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 1999 1.6, 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 All employees who have completed six months of employment. Employer Paid
<table>
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<th>Leave Benefits Policies/Programs</th>
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<tr>
<td>Personal Leave Program</td>
<td>Personal leave shall be requested and used by the employee in the same manner as vacation or annual leave.</td>
<td>GC 19996.3;CCR 599.937</td>
<td>All units, Excluded, including Confidential</td>
<td>Employees who have available leave credits.</td>
<td>Employer Paid</td>
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<td>Pregnancy Disability Leave (PDL)</td>
<td>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 necessary.</td>
<td>CCRV 11035</td>
<td>All units, Excluded, including Confidential</td>
<td>All female State employees.</td>
<td>Unpaid</td>
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<tr>
<td>Sick Leave</td>
<td>Employees appointed to permanent, limited-term (LT), or temporary 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.</td>
<td>GC 19859, 19861-19864, 19866, 19991.4</td>
<td>1-21, Excluded, including Confidential</td>
<td>All State employees who have balances.</td>
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<tr>
<td>Transfer of Leave Credits for Family Members</td>
<td>Employees are permitted to transfer leave credits between family members, to care for ill family members, or for parental or adoption leaves.</td>
<td>CCR 599.913</td>
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<td>All permanent State employees.</td>
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<td>Temporary Leave of Absence</td>
<td>Temporary leave may be granted without pay to any employee for a period not to exceed 30 calendar days.</td>
<td>CCR 599.781, GC 19991.1</td>
<td>All units, Excluded, including Confidential</td>
<td>All State employees.</td>
<td>Unpaid</td>
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<tr>
<td>Unpaid Leave of Absence</td>
<td>Employees may be granted 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.</td>
<td>DPA 599.781, GC 19991.1</td>
<td>1-4, 6, 8, 10-12, Excluded, including Confidential</td>
<td>All State employees, Excluded, including Confidential employees must have one year of service.</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Vacation</td>
<td>All employees (other than those enrolled in Annual Leave) earn vacation credits based on years of State service.</td>
<td>GC 19858.1, 19856, 19866.1, 19991.4</td>
<td>All units, Excluded, including Confidential</td>
<td>All State employees with six months of service.</td>
<td>Employer Paid</td>
</tr>
<tr>
<td>Veteran’s Educational Leave</td>
<td>Eligible employees who served in the armed forces may, upon application, be granted an educational leave of absence without pay.</td>
<td>GC 21006; MVC 981-9817</td>
<td>All units, Excluded, including Confidential</td>
<td>All State employees.</td>
<td>Unpaid</td>
</tr>
</tbody>
</table>

* KEY TO ACRONYMS

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

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

A comprehensive guide to leaves available to Excluded State Employees.