

Sent: Thursday November 9, 2023 11:47 AM

To: All Employees

From: Payrollservices@csudh.edu

Hello Fellow Toros,

The purpose of this notification is to encourage employees and their Appropriate Administrators to review vacation balances to prevent overages and potential forfeiture of excess vacation balances. The California State University (CSU) has established maximum vacation accruals based on systemwide policies and Collective Bargaining Agreements. Balances over those limits, as of January 1 of each year, shall be forfeited by the employee if leave credits are not used by December 31, 2023. A chart detailing the maximum limits is outlined below.

Bargaining Unit	Maximum (less than 10 years)	Maximum (10 years or more)
R01	320	440
R06, E99	272	384
R02, R03*, R04, R05, R07, R08, R09	320	440
C99, M80	384	440
M98	480	480

** After one (1) full year of employment, a faculty unit (R03) employee who accrues vacation (12-month appointments) shall take at least forty (40) hours of vacation each calendar year. Any part of the forty (40) hours not taken during the calendar year shall be forfeited as of January 1st of the subsequent year (Article 34.7).*

We encourage all employees to view their vacation balance, and to make plans to be sure they will not exceed the maximum limits. Employees who may exceed the maximum limit should take action now and coordinate with their Appropriate Administrators to schedule vacation time before December 31st, in order to avoid forfeiting those credits. On an exception basis only, employees may request to carryover vacation balances to the following calendar year. **Requests for such exceptions must be submitted using the [Excess Vacation Carry-Over Request form](#).** The request must include an explanation regarding the need to carry forward the excess vacation hours, as well as a plan on how the excess vacation will be used.

Employees and their Appropriate Administrators may view their balances online in the Absence Management system available through the self-service portal [myCSUDH](#). For more information on how to access Absence Management, please see the [Absence Management Employee Guide](#).

Questions concerning vacation balances can be directed to CSUDH Payroll Services at payrollservices@csudh.edu or (310) 243-3769.

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