



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Personnel Committee**  
<https://csusb.zoom.us/j/88600896153>  
**May 1, 2024 – 10:10am**

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - a. April 22, 2024 Meeting
4. Open Forum
5. Adoption of Agenda

**NEW BUSINESS:**

- PC 26/24      Approval of Personnel Policy SMSUPM 704 – Vacation Leave Policy 3.20  
(Action, Puccinelli)
- PC 27/24      Approval of Personnel Policy SMSUPM 710 – Holiday and Personal Holiday  
Policy 3.20 (Action, Puccinelli)
- PC 28/24      Approval of Personnel Policy SMSUPM 715 – Paid Leaves of Absence Policy  
3.22 (Action, Puccinelli)
- PC 29/24      Approval of Personnel Policy SMSUPM 720 – Unpaid Leaves of Absence 3.29  
(Action, Puccinelli)
- PC 30/24      Approval of Personnel Policy SMSUPM 721 – Unauthorized Absence Policy 3.29  
(Action, Puccinelli)
- PC 31/24      Approval of Personnel Policy SMSUPM 725 – Educational Assistance Benefit  
Policy 3.29 (Action, Puccinelli)

- PC 32/24 Approval of Personnel Policy SMSUPM 800 – Lay-off and Recall Policy 4.3 (Action, Puccinelli)
- PC 33/24 Approval of Personnel Policy SMSUPM 815 – Termination Policy 4.3 (Action, Puccinelli)
- PC 34/24 Approval of Personnel Policy SMSUPM 820 – Discipline Policy 4.3 (Action, Puccinelli)
- PC 35/24 Approval of Personnel Policy SMSUPM 900 – Hours of Work 4.18 (Action, Puccinelli)
- PC 36/24 Approval of Personnel Policy SMSUPM 905 – Absence and Tardiness 4.18 (Action, Puccinelli)

Announcements

Adjournment



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Personnel Committee  
April 22, 2024**

**MINUTES**

**Members Present:** Angelica Agudo, Joshua Bature, Carson Fajardo, Jesse Felix, Jose Hernandez, Jocelyn Paz, Jennifer Puccinelli

**Staff Present:** Elizabeth Junker

**Call to Order:** The meeting was called to order at 3:10pm.

**Roll Call:** A verbal roll call of members was conducted.

**Open Forum:** There were no speakers for the open forum.

**Approval of Minutes:**

M/S Felix/Fajardo to approve the minutes of March 20, 2024 meeting.

*Motion passed.*

**Adoption of Agenda:**

M/S Felix/Fajardo motion to move up PC 25/24 to follow agenda item PC 13/24.

*Motion passed.*

M/S Felix/ Fajardo motion to approve agenda with amendments.

*Motion passed.*

**NEW BUSINESS:**

PC 12/24 Approval of Jocelyn Paz as Voting Member of the BOD Personnel Committee  
(Action, Agudo)

M/S Felix/Fajardo motion to open PC 12/24 Approval of Jocelyn Paz as Voting Member of the BOD Personnel Committee.

Mr. Felix shared why he supports Ms. Jocelyn Paz joining the Personnel Committee. Ms. Paz

Accepted the nomination.

**VOTE:**        3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

PC 13/24        Approval of Joshua Bature as Voting Member of the BOD Personnel Committee  
(Action, Agudo)

M/S Fajardo/Felix motion to open PC 13/24 Approval of Joshua Bature as Voting Member of the BOD Personnel Committee.

President Fajardo shared why he supports Ms. Joshua Bature joining the Personnel Committee. Mr. Bature accepted the nomination.

**VOTE:**        3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

PC 25/24        Review of 24-25 SMSU BOD Applications (Action, Agudo)

M/S Fajardo/ Bature motion to open PC 25/24 Review of 24-25 SMSU BOD Applications.

President Fajardo deferred to speaker. Chair Agudo deferred time to Elizabeth Junker.

Mrs. Junker provided an overview of the BOD applicant pool for the 24-25AY. After a thorough review and discussion of the applicants the committee decided to move forward with seven applicants.

- 1) Adithiya Srinivasan
- 2) Ayanna McAlister
- 3) Cintiantl Rangel-Canseco
- 4) Isaias Mendoza
- 5) Sai Vara Bhaskarla
- 6) Tanvi Gaddameedi
- 7) Tendulkar Mahadevan

M/S Felix/Paz motion to table PC 14/24 – PC 24/24 and reschedule another Personnel Committee Meeting.

**VOTE:**        3 In-Favor                    0 Abstentions                    0 Opposed

*Motion passed.*

#### **Announcements**

- ED Felix wished everyone good luck on finals.

**Adjournment** – M/S Paz/Hernandez motion to adjourn the meeting at 4:05a.m.

Reviewed and respectfully submitted by:

\_\_\_\_\_  
Angelica Agudo, Committee Chair

\_\_\_\_\_  
Date

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT: Vacation Leave Policy**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 705**

Eligibility

Employees who work more than twenty (20) hours per week are eligible to receive vacation with pay. Student assistants are not eligible. It is the responsibility of the employee to request, in advance, from ~~his/her~~their supervisor, permission to take and use vacation.

Vacation Scheduling

The Santos Manuel Student Union will generally attempt to accommodate an employee's request to take vacation at the time specified by the employee. However, the needs of the office and the work load of the Santos Manuel Student Union will be considered when evaluating an employee's request. The Santos Manuel Student Union reserves the right to grant, deny or modify any vacation request.

~~Full time non management Regular, temporary, and emergency employees, except emergency, on call or student appointments~~

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS/YEAR</u>	<u>VACATION HOURS/MO.</u>
First 11 months	9.15 days	6 2/3 hours
1 year to 3 yrs.	10 days	6 2/3 hours
3 yrs. 1mo. to 6 yrs.	15 days	10 hours
6 yrs. 1mo. to 10 yrs.	17 days	11 1/3 hours
10 yrs. 1mo. to 15 yrs.	19 days	12 2/3 hours
15 yrs. 1mo. to 20 yrs.	21 days	14 hours
20 yrs. 1mo. to 25 yrs.	23 days	15 1/3 hours
25 yrs. 1mo. and over	24 days	16 hours

~~Half time or more non management employees, excluding emergency appointments, on call and student employees:~~

~~Vacation leave shall be accrued at a proportionate number of hours based on the rate for full-time non management employees.~~

Vacation leave credit may be accumulated by non-management employees provided that on January 1 of any calendar year the accrual does not exceed ~~272-320~~ hours for ten (10) or fewer years of service, or ~~384-420~~ hours for ten (10) years 1 month or more years of service, unless it can be demonstrated that the employee could not take vacation due to unanticipated workload or extended illness. This determination is made by the Executive Director in conjunction with the employee's supervisor and Human Resource and Risk Manager after requested by the employee.

#### Management Employees

Management ~~classifications employees~~ shall be entitled to 24 days per year for full-time service. Vacation leave credit may be accumulated provided that on January 1 of any calendar year the accrual does not exceed 440 hours, unless it can be demonstrated that the employee could not take vacation due to unanticipated workload or extended illness. In such case, the excess vacation time must be used during the subsequent calendar year.

All unused accrued vacation will be paid out upon termination.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT: Holiday and Personal Holiday**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 710**

Managerial, regular, temporary, and emergency employees receive 13 paid holidays and 1 personal holiday per calendar year.

Holidays

The following days are observed as holidays (subject to modification of which employees will be given notice):

January 1

Martin Luther King, Jr.'s Birthday

Lincoln's Birthday

Washington's Birthday

Cesar Chavez's Birthday

Memorial Day

July 4

Labor Day

Admission Day

~~Columbus~~ Indigenous Peoples' Day

Veteran's Day

Thanksgiving Day

December 25

and any other day designated by the governor as a public holiday.

On days when the campus is closed, such as the day after Thanksgiving, employees may use vacation time or a personal holiday to receive compensation for that day.

The observance of Lincoln's Birthday, Washington's Birthday, Admission Day, and Indigenous Peoples' Day is deferred until the end of the year and will be taken beginning the first work day after December 25 at which time the ~~so that the~~ University ~~can be~~ closed.

All employees are entitled to these paid holidays on the days they are observed unless they were in non-pay status during the holiday or if the employee is required to work to perform necessary services.



## Personal Holiday

Each eligible employee shall be entitled to one personal holiday per calendar year. An employee should take the personal holiday before the end of the calendar year as it does not carry forward to the next calendar year. The scheduling of the holiday shall be by mutual agreement of the employee and ~~the appropriate administrator~~ their supervisor.

Holiday time off should be given based on the hours normally scheduled to work.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION

PERSONNEL POLICY

**SUBJECT:** Paid Leaves of Absence

**REFERENCE:** SMSU Personnel Policies Manual; SMSUPM 715  
CA Govt Code § 19775 – Military Leave  
CA Govt Code § 19859.3 – Bereavement Leave  
Healthy Families Act of 2014 – Paid Sick Leave Law

Santos Manuel Student Union management, regular, emergency, and temporary employees shall, when qualified, be entitled to paid leaves of absence for medical disability, family illness, military service, jury duty, or bereavement. It shall be the responsibility of the appropriate reporting official/employee's supervisor, in conjunction with the Human Resource and Risk Manager, to ensure that requests for such absences are acted upon in a fair and equitable manner, and that policy requirements are adhered to. Employees should give advance notice whenever possible.

Sick Leave:

1. Santos Manuel Student Union employees shall be eligible for paid sick leave upon completion of one month of continuous service. Accrual rate for leave shall be eight (8) hours of credit for each qualifying month of full-time service. Part-time employees shall accrue leave at the rate of two (2) hours for each forty (40) hours of service. Such leave may not be awarded prior to the day on which it is credited and ~~not~~ shall not be granted beyond time which has been accrued. When ill, employees should notify their supervisor as soon as possible, and no later than one hour after the time scheduled to start work.
2. The Santos Manuel Student Union Human Resource Office ~~may~~ will require the employee to submit substantiating evidence that the absence is for an authorized reason if the absence is more than three (3) consecutive work days. This may include certification by an attending physician for absences due to illness.
3. Absences chargeable to sick leave include:
  - ~~a.~~ a. Illness, injury or exposure to a contagious disease.
  - b. Self-care
  - ~~c.~~ Treatment or examination by a licensed medical practitioner.

de. Illness or injury in the immediate family, ~~including registered domestic partners and children thereof~~. Use of sick leave in this category is limited to one-half the employee's annual sick leave accrual.

For purposes of this policy, the term "immediate family" shall include spouse, parent, grandparent, in-law, sibling, child, designated person, registered domestic partner and child thereof, significant other, and co-habitant. The designated person is a person identified by the employee at the time the employee requests sick leave. An employee may identify a designated person every 12 months. The 12 months begin with the first identification of a designated person. Registered domestic partner is defined pursuant to California law. Any other relative residing in the employee's immediate household, except domestic employees, roomers, or roommates, is also included under the term "immediate family".

### Catastrophic Leave

The Santos Manuel Student Union Catastrophic Leave policy shall mirror the campus Catastrophic Leave policy whenever possible. A catastrophic illness or injury is one which has totally incapacitated the employee from work, typically for an extended period of time, which would be defined as more than three working days. Catastrophic illness or injury may also include an incapacitated member of the employee's immediate family if this results in the employee being required to take time off for an extended period of time in order to care for the family member.

A doctor's note must be submitted to the Santos Manuel Student Union ~~Executive Director~~ Human Resource and Risk Manager which indicates any special circumstances which cause the illness or injury to be catastrophic. In addition, qualifications and paperwork similar to FMLA-approved leave will be required in order to request Catastrophic Leave.

All leave credits (sick leave, vacation, personal holiday, ~~compensatory time off~~, etc.) must be exhausted prior to receiving Santos Manuel Student Union Catastrophic Leave credits. In some instances, it may be possible to pre-apply and receive approval to participate in the Catastrophic Leave program. In these cases, the employee must submit a detailed plan showing proposed absence periods, how and when all leave credits would be exhausted and the projected amount of Santos Manuel Student Union Catastrophic Leave credits that would be needed to compensate for the employee absence.

To donate Catastrophic Leave Credits: Santos Manuel Student Union full-time employees will be notified by email whenever an approved Catastrophic Leave situation arises. SMSU full-time employees may donate sick leave or vacation credits at a maximum amount of 40 hours per individual, per occurrence. Donated leave credits are not deemed donated until they have been transferred to the recipient through Payroll.

### Bereavement and Funeral Leave:

Employees are eligible for five days of bereavement leave with pay for each death of an immediate family member. Bereavement leave must be taken within 3 months of the date of death.

For purposes of this policy, the term "immediate family" shall include spouse, parent, grandparent, in-law, sibling, child, registered domestic partner and child thereof, significant other, and co-habitant. Registered domestic partner is defined pursuant to California law. Any other relative residing in the employee's immediate household, except domestic employees, roomers, or roommates, is also included under the term "immediate family". ~~The term "immediate family" is defined as in the Sick Leave policy.~~

### Reproductive Loss Leave

Employees are eligible for five days of reproductive loss leave with pay for a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. The leave must be completed within 3 months of the reproductive loss event. If an employee suffers more than one reproductive loss event within 12 months, the SMSU will only provide up to 20 days of paid leave.

### Military Leave:

**General leave and re-employment rights.** Any employee of Santos Manuel Student Union who is called for training or active duty in the uniformed services of the United States is eligible for military leave, provided the employee gives notice of his or her military obligations. Eligibility for military leave extends to part-time employees, but does not apply to temporary employees ~~—that is, those employees hired for a specific short term project or for a limited term of employment that is scheduled to end in the foreseeable future.~~ However, ~~seasonal and~~ other temporary employees returning from military service are reemployed to the extent required by law. In carrying out the terms of this policy and in all its dealings with employees regarding military leave issues, the Santos Manuel Student Union complies fully with all federal and state laws granting leave and employment rights to employees ~~serving in any branch of the military or other uniformed services of the United States.~~ Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. This policy also covers individuals serving in the active components of the armed forces and the National Disaster Medical System (NDMS) as well as reservists for the Federal Emergency Management Agency (FEMA) when they are deployed to disasters and emergencies on behalf of FEMA. Subject to certain exceptions

under the law, these benefits are generally limited to five years of leave of absence.

**Pay and benefit procedures.** Employees with at least six months' service with the Santos Manuel Student Union are eligible for up to six months' supplemental pay and full benefits when they are absent due to a service obligation with a military reserve or National Guard unit. This supplemental pay equals the amount by which an employee's straight-time pay exceeds military pay. To qualify for benefits, employees must arrange to continue contributing their share of benefit costs.

**Unpaid leave.** Employees absent longer than six months due to a military service obligation are placed on unpaid military leave unless they have vacation leave that they choose to apply to their absence. Employees who enlist or are drafted are placed on open-ended unpaid military leave.

**Health care continuation coverage.** Employees on unpaid military leave are suspended from participation in the Santos Manuel Student Union benefit plans, but can purchase up to 24 months of continued health coverage if they opt to pay the full premium for the coverage. For more information on health care continuation rights, contact the Santos Manuel Student Union Administrative Office Human Resource and Risk Manager.

Life insurance coverage. The group term life/AD&D insurance provided by the Santos Manuel Student Union will terminate the day the employee becomes active military. Voluntary supplemental life/AD&D insurance will terminate the day the employee becomes active military. Converting to an individual policy may continue voluntary dependent life insurance coverage. To exercise this conversion option, dependents must submit a written application and the first premium payment to the insurance company within 31 days immediately following the termination of coverage.

Time Off accrual. Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.

#### Jury Duty:

Santos Manuel Student Union managerial, regular, temporary, and emergency employees who have been summoned to jury service shall be granted a leave of absence. In this case, employees must notify their supervisor of the summons, in writing, prior to commencing such service. Verification of summons will be ~~requested~~ required by the ~~supervisor~~ Human Resources and Risk Manager.

~~An employee may elect to request vacation time to cover lost work time. In addition, the employee must submit certification of service from the clerk of the court for hours claimed. Hourly employees will be compensated only for scheduled work time missed.~~

~~Employees who are not regularly scheduled for the day shift may be assigned to the day shift during the period of jury duty service.~~

Maternity / Paternity / Adoption Parental Leave:

~~Maternity/paternity/adoption~~ Parental leave is a paid leave for the birth of an employee's child or the placement of a child with the employee through adoption or foster care.

- Leave is up to thirty (30) workdays per calendar year per event.
- Leave must commence within 60 days of the child's arrival.
- Leave runs concurrently with any other related leave to which an employee is entitled (i.e. CFRA, FMLA, Disability).
- Leave must be used within 12 weeks of the birth or adoption of a child.
- Employees must have at least 12 months of SMSU service to be eligible.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT: Unpaid Leaves of Absence**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 720**

**California Family Rights Act**

**Family and Medical Leave Act**

**Paid Family Leave**

Unpaid Leave of Absence (Non-FMLA/CFRA)

Santos Manuel Student Union employees may be granted an unpaid leave of absence for a period of up to one (1) year. Such leaves may be approved by the Santos Manuel Student Union's appointing authority for incapacitating illness or injury, parental requirements, or other satisfactory reasons as determined by the Executive Director in conjunction with the Human Resource Manager.

A written application for leaves in this category must be submitted to the Santos Manuel Student Union ~~Executive Director~~ Human Resource Manager. ~~He/she~~ They will consult with the Executive Director who will determine whether the request will be granted and establish conditions of such a leave. If the request is granted, the employee will not earn service credit during the period of leave and may not return to pay status prior to the expiration of leave without written approval of the Executive Director.

The Santos Manuel Student Union will attempt to return the employee to ~~his or her~~ their classification at the end of the leave; however, there are no guarantees.

Family Medical Leave (CFRA/FMLA)

The Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) are federal and state laws that allow eligible employees of covered employers to take unpaid, job-protected leave. The Santos Manuel Student Union will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in state or federal law. In certain situations, federal law requires that provisions of state law apply. In any case, employees will be eligible for the most liberal benefits available under either law.

Please contact ~~your supervisor~~ Human Resources as soon as you become aware of the need for a family or medical leave. The following is a summary of the relevant provisions: Any differences between CFRA and FMLA are outlined below.

### **Employee Eligibility - FMLA**

To be eligible for ~~family and medical leave~~ FMLA benefits, an employee must: (1) have worked for the Santos Manuel Student Union for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months; and (3) work at a location where at least 50 employees are employed by the Santos Manuel Student Union within 75 miles.

### **Employee Eligibility – CFRA**

To be eligible for CFRA benefits, an employee must: (1) have worked for the Santos Manuel Student Union for a total of at least 12 months; and (2) have worked at least 1,250 hours over the previous 12 months.

### **Leave Available - FMLA**

Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of an employee's first use of ~~federal family and medical leave~~ the leave. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for ~~an immediate~~ covered family member (spouse, minor or dependent child, or parent)<sup>+</sup> with a serious health condition; ~~or~~ (3) the employee is unable to work because of his or her own serious health condition (including pregnancy); (4) a qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, child (of any age), or parent who is a member of the United States Armed Forces; or (5) to care for a member who is a current servicemember or veteran with a serious illness or injury.

### **Leave Available - CFRA**

Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of an employee's first use of the leave. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for a covered family member (spouse, registered domestic partner, child of any age, child of domestic partner, parent, parent-in-law, sibling, grandparent, grandchild, or designated person) with a serious health condition; (3) the employee is unable to work because of his or her own serious health condition (excluding pregnancy); (4) a qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse,



domestic partner, child (of any age), or parent who is a member of the United States Armed Forces, as specified in Section 3302.2 of the Unemployment Insurance Code.

Designated Person is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees are limited to one designated person per 12 month period.

Under some circumstances, employees may take family and medical leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

Pregnant employees may have the right to take a pregnancy disability leave in addition to a family and medical leave; such employees should contact their ~~supervisor or the Executive Director~~ Human Resources regarding their individual situations.

Certain restrictions on these benefits may apply.

### **FMLA/CFRA Use**

In circumstances where a leave qualifies for both FMLA and CFRA, the leave will run concurrently for a total of 12 weeks. It is possible that an employee could qualify for 12 weeks of CFRA and then qualify for 12 weeks of FMLA due to the differences in reasons for leave or covered family members.

### ***Notice and Certification***

Employees seeking to use family or medical leave may be required to provide:

- (1) 30-day advance notice when the need for the leave is foreseeable; and
- (2) Medical certification from a health-care provider (both prior to the leave and prior to reinstatement).

When leave is needed to care for an immediate family member or the employee's own serious health condition, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the Santos Manuel Student Union's operation.

### ***Compensation during Leave***

~~Family and medical leave~~ FMLA and CFRA are ~~is~~ unpaid. The Santos Manuel Student Union may require an employee to use accrued paid leave such as vacation to cover some or all of the family and medical leave. The use of paid time-off will not extend the length of the leave to which you are otherwise entitled.

### ***Benefits during Leave***

The Santos Manuel Student Union will continue to pay its share of your group health insurance premiums for an employee on family and medical leave for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. ~~In some instances, the~~The Santos Manuel Student Union may recover premiums it paid to maintain health coverage for an employee who fails to return to work following family and medical leave.

Employees on family and medical leave who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the Santos Manuel Student Union in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the Santos Manuel Student Union for the amount of the relevant premium. Employees should contact ~~their supervisor or the Executive Director~~Human Resources for further information.

### ***Job Reinstatement***

Under most circumstances, upon return from ~~a~~ family and medical leave, an employee will be reinstated to his or her previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee returning from a family and medical leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on family and medical leave would have been laid off had leave not been taken, or if an employee's position is eliminated during the leave, the employee would not be entitled to reinstatement. An employee's use of family and medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family and medical leave.

### ***Unlawful Acts***

It is unlawful for the Santos Manuel Student Union to interfere with, restrain, or deny the exercise of any right provided by state or federal law. It is also unlawful for the Santos Manuel Student Union to refuse to hire or to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceedings related to family and medical leave.

~~Family Temporary Disability Insurance (DI) (FTDI) and Paid Family Leave (PFL)~~  
~~FTDI (Paid Family Leave) gives workers at companies of any size partial reimbursement of their pay for up to six weeks during any 12-month period.~~Disability Insurance (DI) and Paid Family Leave (PFL) provide wage replacement benefits; they do not provide job protection. DI provides up to 52 weeks of paid benefits when an employee is unable to work and has a wage loss due to their own non-work-related illness, injury, pregnancy or childbirth. PFL provides up to eight weeks of pay when an employee has a wage loss due to taking time off work to care for a seriously ill family member, bond with a new child, or to participate in a qualifying event because of a family member's military deployment to a foreign county.- **The law does not create a new right to a leave of absence**, but rather provides pay for the time an employee is

off work for a covered reason ~~such as to bond with a new child (by birth, adoption or foster care) or for a seriously ill parent, child, spouse, registered domestic partner or child of a registered domestic partner.~~ DI and PFL Paid Family Leave runs concurrently with FMLA leave and CFRA leave, California's FMLA counterpart. There is no guarantee of reinstatement after taking Paid Family Leave. For more information, contact ~~the administrative office for a brochure~~ Human Resources or visit [www.edd.ca.gov](http://www.edd.ca.gov).

### Pregnancy Disability Leave

The Santos Manuel Student Union will grant an unpaid pregnancy disability leave to employees disabled on account of their pregnancy, childbirth, or related medical conditions. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and certified as such by an attending physician.

### ***Leave Available***

An employee disabled due to pregnancy, childbirth, or related medical conditions may take up to a maximum of four months leave. As an alternative, the Santos Manuel Student Union may transfer the employee to a less strenuous or hazardous position if the employee so requests, with the advice of her physician, if the transfer can be reasonably accommodated.

Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not with family and medical leave under California law.

### ***Notice and Certification Requirements***

Employees requesting to take ~~a~~ pregnancy disability leave must provide the Santos Manuel Student Union with a certification from a health-care provider.

### ***Compensation during Leave***

Pregnancy disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

### ***Benefits during Leave***

If the employee taking pregnancy disability leave is eligible for leave under the federal or state family and medical leave laws, the Santos Manuel Student Union will maintain your group health insurance coverage for up to a maximum of 12 workweeks per 12-month period if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the Santos Manuel Student Union may recover premiums it paid to maintain health coverage for an employee who fails to return to work following pregnancy disability leave. If ineligible under the federal and state family and medical

leave laws, employees on pregnancy disability leave will receive continued paid coverage on the same basis as employees taking other leaves.

Employees on pregnancy disability leave who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the Santos Manuel Student Union in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the Santos Manuel Student Union for the amount of the relevant premium. Employees should contact their supervisor or the Administrative Office for further information.

### ***Reinstatement***

Upon the submission of a medical certification from a health care provider that an employee is able to return to work, the employee will, in most circumstances, be offered the same position held at the time of the leave or an equivalent position. However, an employee is not entitled to any greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if the employee ~~would have had~~ been laid off if ~~she~~ they had not gone on leave, then the employee would not be entitled to reinstatement. Similarly, if the employee's position has been filled in order to avoid undermining the Santos Manuel Student Union's ability to operate safely and efficiently while the employee was on leave, and there is no equivalent position available, then reinstatement would be denied.

### ***Workers' Compensation Disability Leave***

The Santos Manuel Student Union will grant a workers' compensation disability leave to employees with occupational illnesses or injuries in accordance with state law. As an alternative, the Santos Manuel Student Union will try to reasonably accommodate such employees with modified work. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law.

### ***Notice and Certification Requirements***

Employees must report all ~~accidents,~~ injuries and illnesses—no matter how small—to their immediate supervisor. In addition, employees must provide the Santos Manuel Student Union with a certification from a health-care provider.

### ***Compensation during Leave***

Workers' compensation disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability, workers' compensation or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

### ***Benefits during Leave***

If the employee taking workers' compensation disability leave is eligible for leave under the federal or state family and medical leave laws, the Santos Manuel Student Union will maintain your group health insurance coverage for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the Santos Manuel Student Union may recover premiums it paid to maintain health coverage for an employee who fails to return to work following workers' compensation disability leave. If ineligible under the federal and state family and medical leave laws, employees on workers' compensation disability leave will receive continued coverage on the same basis as employees taking other leaves.

Employees on workers' compensation disability who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the Santos Manuel Student Union in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the Santos Manuel Student Union for the amount of the relevant premium. Employees should contact the Administrative Office for further information.

### ***Reinstatement***

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave, the employee will be reinstated to his or her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had ~~he or she~~they not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Santos Manuel Student Union's ability to operate safely and efficiently during the leave, and there are no equivalent positions available, then the employee would not be entitled to reinstatement.

### **Time Off for ~~Parents'~~ Child's School Activities**

If you are a parent, guardian or grandparent with custody of a child in kindergarten or grades 1-12, inclusive, and wish to take unpaid time off to visit the school of your child for a school activity, you may take off up to eight hours each calendar month (up to a maximum of 40 hours each school year), per child, provided you give reasonable notice to the Santos Manuel Student Union of your planned absence. Employees wishing to take such leave may utilize their existing vacation time or other accrued paid time off. The Santos Manuel Student Union requires documentation from the school noting the date and time of your visit after it is completed.

If both parents of a child work for the Santos Manuel Student Union, only one parent—the first to provide notice—may take the time off, unless the Santos Manuel Student Union approves both parents taking time off simultaneously.

### School Leave (Suspension)

If it is necessary for an employee who is the parent or guardian of a child to attend the child's school to discuss possible suspension, the employee should alert his or her supervisor as soon as possible so that alternative arrangements may be made. No discriminatory action will be taken against the employee for taking time off for this purpose. Such time off is unpaid.

### Time Off for Adult Literacy Programs

The Santos Manuel Student Union will make reasonable accommodations for any employee who reveals a literacy problem and requests that the Santos Manuel Student Union assist him or her in enrolling in an adult literacy program, unless undue hardship to the Santos Manuel Student Union would result.

The Santos Manuel Student Union will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs. The Santos Manuel Student Union will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact management directly. Further, individuals who are performing satisfactorily will not be subject to termination of employment because they have disclosed literacy problems.

While the Santos Manuel Student Union ~~generally~~ encourages employees to improve their literacy skills, the Santos Manuel Student Union will not reimburse employees for the costs incurred in attending a literacy program. Non-exempt employees may use vacation pay to make up for absences from work to attend literacy classes. Time off to attend classes is unpaid.

### Volunteer Firefighters, Emergency Rescue Personnel, and Reserve Peace Officers

No employee shall receive discipline for taking time off to perform emergency duty as a volunteer firefighter, or other legally eligible emergency rescue personnel or reserve peace officers. Employees who serve as a volunteer firefighter may take up to 14 days of leave per calendar year for the purpose of engaging in fire or law enforcement training. Please alert your supervisor so that ~~he or she may be~~ they are aware of the fact that you may have to take time off for emergency duty. ~~In the event that~~ if you need to take time off for emergency duty, please inform your supervisor before doing so where possible. Time off for such duty is unpaid.

### Time Off for Victims of Sexual Assault or Domestic Violence

The Santos Manuel Student Union will not discriminate against employees who are victims of crime if they take time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. The Santos Manuel Student Union will not discriminate against employees who are victims of domestic violence or sexual assault for taking time off from work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety,

or welfare of a domestic violence or sexual assault victim or his or her child. Such time off is unpaid and certification of sexual assault will be required for time off to be granted.

The Santos Manuel Student Union will not discriminate or retaliate against an employee who is a victim of domestic violence for taking time off from work, which will be unpaid, to seek medical attention for injuries caused by the domestic violence or sexual assault, to obtain services from a domestic violence program or a shelter, program, or rape crisis center, to obtain psychological counseling related to the domestic violence or sexual assault, or to participate in actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Affected employees must give the Santos Manuel Student Union reasonable notice that they are required to be absent for a purpose stated above, except for unscheduled or emergency court appearances or other emergency circumstances. In such a case, the Santos Manuel Student Union will take no action against affected employees if, within a reasonable time after the appearance, they provide the Santos Manuel Student Union with documentary evidence that their absence was required for any of the above reasons. Affected employees may use vacation, personal leave or other accrued time off (if available).

#### Time Off for Victims of Violent Crimes

Employees who are victims or related to victims of a violent felony (defined in Penal Code § 667.5(c)), a serious felony (as defined in Penal Code § 1192.7(c)), or a felony statute prohibiting theft or embezzlement, may take unpaid time off from work to attend judicial proceedings related to the crime. "Related to" means the employee's spouse, child, stepchild, brother stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or the child of a registered domestic partner. The employee must give the Santos Manuel Student Union a copy of a notice in advance of each scheduled proceeding. If it is impossible to do so, the employee must give the Santos Manuel Student Union such notice within a reasonable time after the proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the office of the victim's advocate. An employee may use vacation time, personal leave time, or sick leave for the purpose of attending the proceeding. The Santos Manuel Student Union shall keep confidential all records pertaining to this time off.

#### Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without

loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.

#### Lactation Accommodation

The Santos Manuel Student Union shall provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's ~~infant~~ child. As far as possible, this break time shall run concurrently with any break time already provided by law to the employee. Any break time given for this purpose that does not run concurrently with the break time provided by law shall be unpaid and employees provided with such break time shall record it on their timesheets. The Santos Manuel Student Union is not required to provide such break time if it would seriously disrupt operations.

The Santos Manuel Student Union shall make every reasonable effort to provide employees with the use of a room or other location (other than a toilet stall) close to the employees' work area for employees to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this policy.

#### Civil Air Patrol Leave

Employees responding to an emergency operational mission of the California Wing of the Civil Air Patrol may take 10 days per calendar year of unpaid Civil Air Patrol leave.

#### Military Spouse Leave

Employees who work more than 20 hours per week may take up to a 10 day unpaid leave of absence. Employees must provide notice that their spouse will be on leave from deployment.

#### Military and Reserve Duty Leave

An employee who is a member of the reserve corps of the US Armed Forces, the National Guard, or the National Militia may take an unpaid leave of up to 17 days per year while engaged in military duty.



**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT:      Unauthorized Absences**

**REFERENCE:   SMSU Personnel Policies Manual; SMSUPM 721**

An unauthorized absence, ~~whether voluntary or involuntary,~~ for five consecutive working days constitutes an automatic resignation from the Santos Manuel Student Union service as of the last day worked.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT: Educational Assistance Benefit**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 725**

The Educational Assistance Benefit Program for full-time management, ~~and non-management~~ regular, and benefited temporary and emergency employees of the Santos Manuel Student Union is designed for systematic growth and development of employees and to underscore the SMSU's emphasis on the importance of higher education in our society. The benefit may be utilized by any single employee, their spouse, or immediate family member who is a dependent. The program is aimed at those ~~employees~~ who are working toward a Bachelor's degree or other advanced degree relevant to their position and employees who wish to take job-related courses to improve job performance and opportunity. ~~The benefit may be utilized by any single employee, their spouse or immediate family member who is a dependent.~~

Conditions for Educational Assistance:

1. ~~Full-time management and non-management~~ Full-time management, regular, and benefited temporary and emergency All full-time management and non-management employees are eligible for the program.
2. Employees may be granted release time to attend courses during scheduled working hours provided that the "operational needs of the department are met." Possible outcomes of requesting release time:
  - a. Release time is granted and an alternative work schedule is created
  - b. Use of vacation is required
  - c. Release time is denied

—————All classes which require time away from work must be approved by the supervisor and Executive Director.

3. Employees will receive a reimbursement for a maximum of six (6) units each term during the academic year, at the equivalent to the CSUSB in-state tuition rate, including mandatory student fees. This amount is not to exceed the total tuition rate for a CSUSB academic year.

4. For employees: Courses include undergraduate, graduate, credential, and on-line courses. ~~The Educational Assistance Benefit Program does not apply to out of state tuition.~~ Eligible employees enrolled in a doctoral program shall be eligible for partial course fee advance equivalent to the CSUSB part-time graduate tuition fee, and shall be responsible for paying the difference between the applicable Doctorate fee and the CSUSB part-time graduate tuition fee.
  
- ~~5. For spouse or immediate family member who is a dependent: Courses include undergraduate, graduate, credential, and on-line courses. ~~The Educational Assistance Benefit Program does not apply to out of state tuition.~~~~
  
- ~~6. Enrollment should be prioritized as follows: if courses/enrollment are available at CSUSB, then courses should be taken there. If not, then courses should be taken at another CSU campus. If courses/enrollment are not available at another CSU campus, then enrollment must be at a public or private, degree granting institution that is accredited by an agency recognized by the U.S. Department of Education. Application for variance from this priority must be approved by the Executive Director.~~
  
- 7.5. For non-CSUSB programs, the program participant will need to turn in an unofficial transcript within one week of term completion to the Human Resource Manager. Delay in transcript receipt will delay or terminate the benefit for the next term.
  
- ~~8.6.~~ Reimbursement of the benefit must be made if the employee, spouse or dependent has not successfully completed course work with a grade of "C" or better for undergraduate work and "B" or better for graduate work. Reimbursement will be pursuant to a written agreement between the employee and the Santos Manuel Student Union. Requests for any exceptions may be brought to the Personnel Committee for review and recommendation.
  
7. Applications must be filed with the Santos Manuel Student Union Executive Director a minimum of thirty (30) days before the beginning of the quarter term for which the educational assistance benefit is sought.
  
- 9.8. Educational assistance benefits are taxable per the requirements set forth in IRS Publication 15-B.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT: Lay-Off and Recall**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 800**

The Santos Manuel Student Union may lay off employees if it determines that a reduction in force is necessary because of lack of work or lack of funds. All Santos Manuel Student Union employees are subject to the provisions of this policy.

Notification:

When possible, affected employees should be notified thirty (30) days prior to separation or pursuant to applicable law.

Order of Layoff:

The Executive Director, acting upon recommendations of individual supervisors and other factors, shall consider many factors, including length of service, quality of performance, and program requirements regarding which employees are laid off.

Options in Lieu of Lay-off:

Whenever possible, ~~the,~~ acting upon recommendations of supervisors, the Executive Director may offer options in lieu of lay-off to management or non-management. Such offers, if made, are entirely within the discretion of the Executive Director and are always contingent upon budgetary and operational needs of the Santos Manuel Student Union. Options may include voluntary demotion or reduction in hours.

Payment of Benefits:

On the effective date of lay-off, the employee shall receive the cash equivalent of accumulated vacation time. The Santos Manuel Student Union will make available any conversion plans for group medical, dental and vision insurance.

Recall:

Management and non-management employees who have been laid off under the provisions in this policy shall be recalled, contingent upon their ability, within the sole discretion of the Santos Manuel Student Union Executive Director, to perform available assignments, by the reverse application of the lay-off procedure. Rights to recall expire ~~two (2)~~ one (1) years from the effective date of lay-off.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT: Termination**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 815**

Causes for termination include:

Expiration of Service Date:

Emergency ~~and temporary~~ employees shall be terminated on the date specified in the initial hire letter. ~~Emergency employees are not subject to the Santos Manuel Student Union lay-off and recall policy.~~

Involuntary Termination for Cause:

All employees may be involuntarily terminated for cause. Cause shall include failure to meet performance standards, violations of standards of conduct, or violation of Santos Manuel Student Union policy. The Executive Director shall ensure that a reasonable standard of progressive discipline has been followed by the employee's supervisor and that ~~all~~ opportunities for correction of deficiencies giving rise to disciplinary action have been afforded the employee, however there may be instances where progressive discipline prior to termination may not apply, such as a violation of a zero tolerance policy.

~~Termination of Managerial Employees~~Involuntary Termination without Cause:

The Executive Director serves at the pleasure of the University President. ~~Managerial~~ Employees, other than the Executive Director, serve at the pleasure of the Executive Director and may be terminated by action of the Executive Director. All ~~managerial staff employees~~ serve as at-will employees, which means that they may be terminated at any time without cause or notice.

Resignation:

All employees may voluntarily resign by submitting a written resignation. ~~Resignations must be that is~~ signed and dated, ~~and it~~ is requested that they be forwarded to the supervisor at least ten (10) working days prior to the effective date or resignation. All employees absent without leave for a period of five (5) consecutive working days shall be considered to have voluntarily resigned on the last day of work.

Lay-off:

See lay-off and recall policy.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT: Discipline**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 820**

The Santos Manuel Student Union reserves the right to discipline employees who violate its policies or standards. Typical offenses include but are not limited to:

- Inability to meet performance standards.
- Falsification of records or other documents.
- Willfully or negligently damaging Santos Manuel Student Union or University property.
- Abuse of drugs or other intoxicants.
- Breach of confidentiality.
- Misappropriation of Santos Manuel Student Union/University funds or property.
- Harassment or other actions which result in an intimidating, hostile, or offensive work environment.
- Misconduct which affects operations.
- Insubordination or refusal to complete assigned work.
- Excessive or unauthorized absences.
- Violation of Santos Manuel Student Union or University policies.
- Actions which, in the judgment of the Executive Director or supervisors, could result in adverse consequences to the Santos Manuel Student Union, ~~the~~ University, ~~department, or~~ employees, or students.

**Progressive Discipline**

The Santos Manuel Student Union ~~endorses~~ utilizes a progressive discipline policy which gives the employee notice of ~~his/her problem~~ their performance shortcomings, the opportunity to take corrective actions, and the consequences of failing to do so. This normally includes a series of progressively severe sanctions including oral counseling, written reprimands, suspension, demotion and dismissal. A written reprimand may be accompanied by a Performance Improvement Plan. Exceptions to this process may be made at the discretion of the Santos Manuel Student Union ~~Board of Directors~~ Executive Director.

**Responsibilities**

Generally, sanctions up to and including ~~official~~-written reprimands may be issued by the supervisor. Major disciplinary actions, suspension and dismissal, may be taken only by the Executive Director in conjunction with the Human Resource Manager.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT: Hours of Work**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 900**

All employees generally work a minimum of forty (40) hours in a seven (7) day period. The standard workweek begins at 12:~~01-00~~ a.m. on Sunday and ends at ~~12-midnight~~11:59 p.m. the following Saturday. The work schedule usually provides for five (5) consecutive days of work during the work week. Part-time employees are generally assigned a similar schedule on a reduced time base.

Schedules: Work schedules are determined by the appropriate administrator or supervisor. Needs of the department normally govern work schedules. When possible, Managers should notify employees of schedule changes at least one (1) week prior to the effective date of such change.

Meal Periods: Employees shall be ~~entitled to provided~~ an unpaid meal period of thirty (30) or sixty (60) minutes ~~during a single work day~~when working more than six (6) hours in a day. An additional 30 minute meal period shall be provided when an employee works more than 12 hours in a day. The time in which the meal period is taken shall be designated by the appropriate administrator or supervisor pursuant to applicable law and must be taken prior to the completion of the first five (5) hours of work. If a second meal period is provided, it must be taken prior to the tenth (10<sup>th</sup>) hour of work. Working through a meal period is absolutely forbidden. ~~Employees cannot be~~are not required to take their meal breaks on premises.

Rest Periods: Employees shall be ~~entitled to provided~~ a paid rest period each work day of fifteen (15) minutes for each four (4) hours worked during the day. The time in which the rest periods are taken shall be determined by the appropriate administrator or supervisor pursuant to applicable law. Rest periods are to be taken as scheduled and cannot be used to accommodate late arrivals, ~~or~~ early departures, or combined with a meal period.



**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**PERSONNEL POLICY**

**SUBJECT: Absence and Tardiness**

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 905**

Punctuality and dependability are of prime importance to the efficient running of any organization. Each employee's presence is essential to the efficient and productive operation of Santos Manuel Student Union functions. If it becomes necessary for employees to be late for any reason or to be absent from work, employees are expected to follow the procedures listed below:

1. Obtain advance permission from your supervisor whenever possible.
2. In the case of illness, call in no later than one hour after your scheduled time to report to work.
3. Notify your supervisor as soon as possible when a death in the family requires you to be absent from work.
4. When an absence ~~will be~~ longer than one day, notify your supervisor daily or as often as needed to keep ~~him/her~~ them informed as to the date of your probable return to work.
5. ~~An employee may be docked for tardiness.~~

A doctor's verification of illness ~~may~~ will be required if an employee takes more than ~~two~~ three consecutive days of sick leave or if, in the opinion of the employee's supervisor, the absenteeism has been excessive. ~~Depending upon individual circumstances and applicable law, an absent employee may be automatically terminated if he/she is unable to return to work within one month after the depletion of all accrued times and granted leaves.~~