California State University
Northridge

Memorandum
PAYROLL ADMINISTRATION

To:	Department Timekeepers	**Date:**	November 2, 2004
From:	Renee Venezia Manager, HRIS/ Payroll Administration	**Phone:** **Fax:** **Email:** **Mail Code:**	(818) 677-2314 (818) 677-5870 renee.venezia@csun.edu 8228

Subject: Accrual of Vacation and Sick Leave for Persons Holding Multiple Positions

In response to inquiries, this memorandum serves to clarify that vacation and sick leave are accrued by combining the number of hours an employee works in eligible positions, rather on the basis of the individual positions. Employees with multiple eligible positions will accrue a maximum of leave time equivalent to one full-time position.

If you have further questions, please contact the PeopleSoft Help Desk at pshelp@csun.edu. Thank you.

RV:kw