California State Polytechnic University, Pomona
Alternate Day Off (ADO) Worksheet

Alternate Day Off (Expiring ADO) applies to employees who are on an alternate work schedule and is earned when a holiday is observed on the employee's non-workday. The number of ADO days/hours credited to the employee is equivalent to the employee's normal workday. The collective bargaining agreements determine how ADO is earned and used.

- **APC (unit 4), Teamsters (unit 6), and Confidential (C99)*:** Expires in 90 days – forfeited if not taken - tracked in hours

- **UAPD (unit 1) and CSUEU (unit 2, 5, 7, 9):** Expires in 180 days – must be paid if not taken – tracked in days

This worksheet is designed for use by the department Timekeeper. It should be used to monitor ADO and to ensure that it is accounted for accurately.

Employee Name		Empl ID

Date of Holiday	Number of Days/Hours Credited	ADO Expiration Date	Date Taken	Date Forfeited	Date Pay Request Submitted to Payroll (for UAPD and CSUEU)

*Confidential (C99) – only applies to non-exempt employees