Payroll Services

*California State Polytechnic University, Pomona*

**Alternate Day Off (ADO) Worksheet**

Alternate Day Off (Expiring ADO) applies to employees in collective bargaining units CSUEU (2, 5, 7, and 9), R04, R06 and C99 and occurs when the holiday falls on the employee's regular day off. The number of ADO hours credited to the employee is equal to the employee's normal workday. The collective bargaining agreements dictate how ADO is earned and used.

- R04. R06 and C99 – expires in 90 days – forfeited if not taken - Tracked in Hours
- CSUEU – 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.

| Name | Empl ID |
|---|---|
| | |

| Date of Holiday | Number of Days/Hours Credited | ADO Expiration Date | Date Taken | Date Forfeited | Date Pay Request Submitted to Payroll |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |