



Dear Berkeley Employee,

***We need you to follow important time reporting instructions this December.***

In preparation for the December holidays and the campus annual energy [curtailment](#) period, please plan ahead and follow the deadlines and instructions below to ensure you are paid for all hours worked and leave taken.

**CURRENT PAY PERIOD 11/28-12/11, PAY DAY DEC. 22**

**EMPLOYEE APPROVAL DUE 12/11**

**SUPERVISOR APPROVAL DUE 12/13 BY NOON**

**ANYTIME EMPLOYEES:**

Enter your hours worked or leave taken as usual for Nov. 28 - Dec 11. Please approve timecard by Dec. 11. If you are planning to take time off, you may complete and approve your timecard in advance.

**NEXT PAY PERIOD 12/12-12/25, PAYDAY JAN 05**

**EMPLOYEE APPROVAL DUE 12/25**

**SUPERVISOR APPROVAL DUE 12/27 BY 9AM**

This pay period includes the annual energy curtailment period during Dec. 27, 28, and 29.

- You can enter any hours you plan to work, or leave that you plan to take during the Dec. 12-Dec. 25 pay period now, or any time until Dec. 25<sup>th</sup>. [Instructions](#) on how to record leave are available.
- Do not enter holiday hours for Dec. 23-24, Dec. 30-31. Holiday hours on Dec. 23-24, will appear for eligible employees beginning Dec. 16. Dec. 30-31 will appear for eligible employees beginning Dec. 30.
- If you earn vacation leave and wish to use it for the three closure dates but you don't yet have enough accrued vacation leave, you are permitted to take up to three days of vacation leave in advance of accrual. You can enter this into CalTime as vacation leave.
- If you are an eligible ([see eligibility details](#)) employee that typically accrues vacation and wish to use leave without pay during the curtailment closure dates Dec. 27-30 please use the [Curtailment-LWOP pay code](#).

**For more information:**

CalTime website: Visit the [Curtailment page](#)

For CalTime support: Email [caltime@berkeley.edu](mailto:caltime@berkeley.edu) or call the Help Desk at [\(510\) 664-9000](tel:5106649000), press option 1 followed by option 4 for CalTime

Thank you for using CalTime, and happy holidays!

The CalTime Team