CalTime

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

REAL TIME NON-EXEMPT EMPLOYEES:
   Record time as usual during Nov. 28 - Dec. 11. Approve your timecard on Dec. 11. Employees that are working during the holiday & curtailment period may record time during their regular scheduled shift.

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. If you are going to use any leave time (vacation or comp-time) during this pay period and you have access to a computer you may [follow these instructions](#). If you do not have access to a computer or need supervisor assistance, you should provide your leave information to your supervisor in advance. To do so, you may **fill out the [Holiday/Curtailment Leave Form](#) and return to your supervisor by December 9th.**

If you earn vacation leave and wish to use it for the three curtailment 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. Your supervisor can enter this into CalTime as vacation leave. Holiday hours on Dec. 23-24, will appear for eligible employees beginning Dec. 16. Holiday hours for Dec. 30-31 will appear for eligible employees beginning Dec. 30. 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, 28, and 29, please use the [Curtailment-LWOP pay code](#).

For more information:
CalTime website: Visit the [Curtailment page](#)
For CalTime support: Email 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