

Employee Information

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|---|---|
| Employee Name | Branch / Division |
| <input style="width:95%;" type="text"/> | <input style="width:95%;" type="text"/> |
| Classification and CBID | Leave Type (Vacation or Annual Leave) |
| <input style="width:95%;" type="text"/> | <input style="width:95%;" type="text"/> |
| Leave Accrual Rate (per month) | Number of Excess Leave Hours |
| <input style="width:95%;" type="text"/> | <input style="width:95%;" type="text"/> |

Excess Leave Reduction

In accordance with each Memorandum of Understanding (MOU), most represented employees may accrue up to 640 hours of Vacation/Annual Leave. Reference the applicable MOU for Vacation/Annual Leave caps. All employees in excess of the MOU cap must submit to their supervisor for approval a plan to use Vacation/Annual Leave to bring their balance below the cap.

In accordance with California Code of Regulations, title 2, sections 599.738 and 599.752, non-represented employees shall not accrue more than 80 days of Vacation/Annual Leave. All employees in excess of the 80 days cap must submit to their supervisor for approval a plan to use Vacation/Annual Leave to bring their balance below the cap.

Supervisors shall retain a copy of each employee's approved reduction plan and provide a copy to Human Resources. It is the supervisor's responsibility to ensure that employees with excess leave balances meet the reduction requirements. Please refer to the appropriate MOU to determine when a plan should be developed.

Reduction Plan

| Date/Block of Dates | Number of Hours | | Date/Block of Dates | Number of Hours |
|---------------------|-----------------|--|---------------------|-----------------|
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Employee Signature

Date

Approval

Plan Approved: Yes
 No

Supervisor Signature Date

If plan is denied, please provide business reasons and propose an alternate plan. If exception is granted, please provide justification. (Attach additional page)

Original: Supervisor

Copies: Employee, Human Resources Office