

SAMPLE MEMO TO DEPARTMENT SUPERVISORS

DATE: xx/xx/xx
TO: SUPERVISOR/MANAGER
FROM: HUMAN RESOURCES
SUBJECT: Excess Vacation or Annual Leave

In an effort to comply with leave balance maximum caps, Human Resources is providing you with the attached report. The report identifies employees who have Vacation/Annual Leave balances that exceed the cap as identified in the employees applicable Memorandum of Understanding for represented employees and in California Code of Regulation, title 2, section 599.738 and 599.752 for employees excluded from bargaining, as of (insert date).

The employees identified in the report must prepare a leave usage plan that will reduce their leave balance below the cap. Plans must be submitted to the Human Resources Office no later than (insert date).

Supervisors are responsible for working with their employees to prepare a plan that will reduce their Vacation/Annual Leave balance below the cap.

The Excess Leave Usage Plan form is attached for your convenience. This form is to be used to document each plan.

If I can be of any assistance, please do not hesitate to contact the Human Resource Office at (xxx) xxx-xxxx.