



George Deukmejian, Governor

PERSONNEL MANAGEMENT LIAISONS

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**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

PERSONNEL OFFICERS  
EMPLOYEE RELATIONS OFFICERS

**SUBJECT:** Bereavement Leave - Nonrepresented Permanent Intermittent  
and Nonrepresented Fractional Time Base Employees

The purpose of this memorandum is to clarify the amount of bereavement leave nonrepresented permanent intermittent employees, and nonrepresented fractional time base employees, are entitled to in accordance with Department of Personnel Administration (DPA) Rule 599.923 and Government Code Section 19859.3.

A nonrepresented permanent intermittent employee may be granted bereavement leave, if the employee is scheduled to work on the day(s) for which the leave is requested, and for the number of hours the employee is scheduled to work on those day(s). A nonrepresented permanent intermittent employee shall not be removed from scheduled work hours because the employee is on bereavement leave. Nonrepresented fractional time base employees shall be eligible for bereavement leave on a pro-rata basis, based on the employee's fractional time base.

Questions regarding bereavement leave may be directed to Diane Navarro at (916) 324-0439, (ATSS) 454-0439.

George P. Lloyd II, Chief  
Classification and Compensation Division