

State of California

MEMORANDUM

Date: August 20, 1992

Reference Code: 92-78

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers
Personnel Transactions Supervisors

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Personal Leave Program

This is to advise departments how to apply the Personal Leave Program (PLP) for excluded employees and employees in Bargaining Units 01, 04, 05, 07, 08, 10, 12, 13, 15, 16, 17, 19, 20 and 21, effective July 1, 1992. Employees in Bargaining Unit 11 shall participate in the PLP effective July 31, 1992. Classes, in addition to those listed in Management Memo 92-82, that are excluded from the PLP are attached.

Effective July 1, 1992, with the implementation of the PLP, full-time employees shall have a salary reduction equivalent to eight hours each month and shall receive eight hours of personal leave credit the first of the following pay period for the eight-hour reduction. Intermittent and fractional time-base employees shall have a salary reduction and receive a personal leave credit on a prorated basis consistent with the charts provided.

Attached are provisions in addition to those provided in Management Memo 92-82 that provide guidelines for the administration of the PLP.

PART-TIME CHART

The reduction in salary for part-time employees shall be prorated based upon the number of hours worked in the monthly pay period as follows:

| Time Base | Salary Reduction In Hours | Personal Leave Credits |
|-----------|------------------------------|---------------------------|
| 1/10 | 1 | 1 |
| 1/8 | 1 | 1 |
| 1/5 | 2 | 2 |
| 1/4 | 2 | 2 |
| 3/10 | 3 | 3 |
| 3/8 | 3 | 3 |
| 2/5 | 3 | 3 |
| 1/2 | 4 | 4 |
| 3/5 | 5 | 5 |
| 5/8 | 5 | 5 |
| 7/10 | 6 | 6 |
| 3/4 | 6 | 6 |
| 4/5 | 7 | 7 |
| 7/8 | 7 | 7 |
| 9/10 | 8 | 8 |

BIWEEKLY/SEMIMONTHLY PART-TIME CHART

The reduction in salary for semimonthly part-time employees shall be prorated based upon the number of hours worked in each pay period as follows:

| Time Base | Salary Reduction In Hours | Personal Leave Credits |
|-----------|------------------------------|---------------------------|
| 1/10 | 0.5 | 0.5 |
| 1/8 | 0.5 | 0.5 |
| 1/5 | 1.0 | 1.0 |
| 1/4 | 1.0 | 1.0 |
| 3/10 | 1.5 | 1.5 |
| 3/8 | 1.5 | 1.5 |
| 2/5 | 1.5 | 1.5 |
| 1/2 | 2.0 | 2.0 |
| 3/5 | 2.5 | 2.5 |
| 5/8 | 2.5 | 2.5 |
| 7/10 | 3.0 | 3.0 |
| 3/4 | 3.0 | 3.0 |
| 4/5 | 3.5 | 3.5 |
| 7/8 | 3.5 | 3.5 |
| 9/10 | 4.0 | 4.0 |

INTERMITTENT CHART

The reduction in salary for intermittent employees shall be prorated based upon the number of hours worked in the monthly pay period as follows:

| Hours Worked During Pay Period | Salary Reduction In Hours | Personal Leave Credits |
|-----------------------------------|------------------------------|---------------------------|
| 0 - 10.99 | 0 | 0 |
| 11 - 30.99 | 1 | 1 |
| 31 - 50.99 | 2 | 2 |
| 51 - 70.99 | 3 | 3 |
| 71 - 90.99 | 4 | 4 |
| 91 - 110.99 | 5 | 5 |
| 111 - 130.99 | 6 | 6 |
| 131 - 150.99 | 7 | 7 |
| 151 or over | 8 | 8 |

BIWEEKLY/SEMIMONTHLY INTERMITTENT CHART

The reduction in salary for biweekly/semimonthly intermittent employees shall be prorated based upon the number of hours worked in each pay period as follows:

| Hours Worked During Pay Period | Salary Reduction In Hours | Personal Leave Credits |
|-----------------------------------|------------------------------|---------------------------|
| 0 - 5.49 | 0 | 0 |
| 5.50 - 15.49 | 0.5 | 0.5 |
| 15.50 - 25.49 | 1.0 | 1.0 |
| 25.50 - 35.49 | 1.5 | 1.5 |
| 35.50 - 45.49 | 2.0 | 2.0 |
| 45.50 - 55.49 | 2.5 | 2.5 |
| 55.50 - 65.49 | 3.0 | 3.0 |
| 65.50 - 75.49 | 3.5 | 3.5 |
| 75.50 or over | 4.0 | 4.0 |

The following instructions and charts shall be used to compute the salary reduction hours for fractional time-base employees when their fractional time base is not included in the above charts. The charts reflect salary reduction hours in relation to the percentage of time worked by a fractional time-base employee. To use the charts, an employee's time-base fraction is converted to its percentage equivalent (i.e., numerator divided by denominator multiplied by 100). The resulting percentage is then compared to the appropriate chart to determine the salary reduction and the corresponding personal leave credit.

PART-TIME CHART

| Percent Of Time Worked* | Salary Reduction In Hours | Personal Leave Credits |
|-------------------------|---------------------------|------------------------|
| 0 - 6.394 | 0 | 0 |
| 6.395 - 18.022 | 1 | 1 |
| 18.023 - 29.650 | 2 | 2 |
| 29.651 - 41.278 | 3 | 3 |
| 41.279 - 52.905 | 4 | 4 |
| 52.906 - 64.533 | 5 | 5 |
| 64.534 - 76.161 | 6 | 6 |
| 76.162 - 87.789 | 7 | 7 |
| 87.790 or over | 8 | 8 |

BIWEEKLY/SEMIMONTHLY PART-TIME HOURS CHART

| Percent Of Time Worked* | Salary Reduction In Hours (Each Pay Period) | Personal Leave Credits (Each Pay Period) |
|-------------------------|---|--|
| 0 - 6.394 | 0 | 0 |
| 6.395 - 18.022 | 0.5 | 0.5 |
| 18.023 - 29.650 | 1.0 | 1.0 |
| 29.651 - 41.278 | 1.5 | 1.5 |
| 41.279 - 52.905 | 2.0 | 2.0 |
| 52.906 - 64.533 | 2.5 | 2.5 |
| 64.534 - 76.161 | 3.0 | 3.0 |
| 76.162 - 87.789 | 3.5 | 3.5 |
| 87.790 or over | 4.0 | 4.0 |

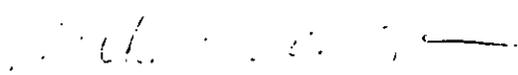
* Percent of time worked is equal to the number of hours worked during the pay period per the Intermittent Chart on Page 3. Divide the percent of time worked by 172 hours (average number of hours in a monthly pay period) and the result is multiplied by 100. Examples: $11/172 = 6.395\%$; $31/172 = 18.023\%$.

EXAMPLES:

- Time Base of 5/8 = 62.5% which is between 52.906 - 64.533% and therefore, subject to a salary reduction of five hours.
- Time Base of 2/3 = 66.666% which is between 64.534 - 76.161% and therefore, subject to a salary reduction of six hours.
- Time Base of 7/8 = 87.5% which is between 76.162 - 87.789% and therefore, subject to a salary reduction of seven hours.
- Time Base of 11/20 = 55.0% which is between 52.906 - 64.533% and therefore, subject to a salary reduction of five hours.

Salary and leave issues regarding the PLP must be sent in writing to the Personnel Services Branch at the Department of Personnel Administration (DPA). We regret that due to limited staffing we are not able to respond to PROFS or telephone inquiries. DPA will make every effort to provide a two-week turnaround to all written inquiries.

Questions on specific salary-related issues may be sent to Olivia Hawkins and general policy questions relative to the PLP should be directed to Clarice Baker in the Personnel Services Branch at DPA. Individual employee questions should be directed to the department's personnel office. DPA will provide departments with updates to the PLP on any additional issues that may arise from the implementation of the PLP.


Mike Vargas
Section Manager
Classification and Compensation Division

Attachments



PERSONAL LEAVE PROGRAM PROVISIONS

Excluded employees who participated in the 1991-92 pay reduction program shall be credited with eight hours of personal leave for each pay period they received a salary reduction. Managerial employees shall receive personal leave credits for each month they incurred a salary reduction during the managerial pay reduction program from July 1, 1991 through June 30, 1992. Supervisory employees shall receive personal leave credits for each month they incurred a salary reduction during the supervisory pay reduction program from October 1, 1991 through June 30, 1992. These employees may begin to use these personal leave credits as of the July 1992 pay period. An employee shall serve 18 months (under the PLP/1991-92 pay reduction program) or until December 31, 1993, whichever is sooner. The months an employee received a salary reduction and earned a personal leave credit shall count toward their 18 months of participation in the PLP.

Excluded employees that were not included in the 1991-92 pay reduction program and rank-and-file employees in Bargaining Units 01, 04, 05, 07, 10, 12, 13, 15, 16, 17, 18, 19, 20, and 21 (excluding R21 employees at the California Maritime Academy) shall begin earning eight hours of personal leave credit as of July 1, 1992 and shall be credited with eight hours of personal leave the first of the following pay period. The PLP shall be in effect from July 1, 1992 through December 31, 1993 and employees who have an appointment subject to the PLP as of July 1, 1992, shall participate in the PLP program for 18 months. An employee appointed after July 1, 1992, shall participate in the PLP for those months up until December 31, 1993. For example, an employee appointed January 1, 1993, would only serve 12 months in the PLP. No employee in the above bargaining units shall participate in the PLP after December 31, 1993. Employees in Bargaining Unit 11 shall begin earning eight hours of personal leave credit as of July 31, 1992 and shall be credited with eight hours of personal leave the first of the following pay period. The PLP for Bargaining Unit 11 shall be in effect from July 31, 1992 through January 31, 1994 and employees shall participate in the PLP program for 18 months. No Bargaining Unit 11 employee shall participate in the PLP after January 31, 1994.

As of July 1, 1992, employees in Bargaining Units 4, 7, 11, 12, 13, 15, 16 and 19 who were in an excluded classification and received a salary reduction during the 1991-92 salary reduction program prior to appointment to their rank-and-file classification shall receive personal leave credits for the pay periods they incurred a salary reduction. These pay periods shall also count toward the employee's 18 months of participation in the PLP. In addition, if an employee received a salary rate upon appointment other than the salary they would have received if not for the 1991-92 salary reduction program, the employee shall have their salary corrected as of July 1, 1992. Departments should process SAL transactions to correct the employee's salary rate as of July 1, 1992. Employees in Bargaining Unit 11 shall receive benefit of prior excluded service as of July 1, 1992, even though their participation in the PLP is not effective until July 31, 1992. This benefit for other rank-and-file bargaining units is pending agreement by their exclusive representatives. As soon as additional bargaining units agree to this provision, DPA will notify departments.

Employees who moved from a supervisory or rank-and-file classification to a managerial classification after July 1, 1991 and did not receive a reduced salary, are not eligible to receive personal leave credits for the months served in the managerial classification. These employees shall now participate in the PLP as of July 1, 1992 and shall begin their 18 months of participation. In addition, rank-and-file employees who were appointed to a supervisory classification after October 1, 1991 and did not receive a reduced salary, are not eligible to receive personal leave credit for the months served in the supervisory classification. These employees shall now participate in the PLP as of July 1, 1992 and shall begin their 18 months of participation.

A full-time employee shall be reduced eight hours each pay period regardless of the number of days worked in the pay period and shall receive an eight-hour personal leave credit. The only exception is that an employee shall not have their salary reduced when receiving only one day's pay or less for a pay period.

The personal leave reduction shall be based on the employee's total salary rate. If an employee's regular pay includes compensation for differential/premium pays which are included in the employee's employment history record, the employee's salary shall be reduced based on the inclusion of the differential/premium pays. An employee receiving a hiring above minimum or a red circle rate shall have their salary reduced by the total of the plus adjustment.

When an employee receives a salary increase within a pay period, the personal leave reduction shall be based on the lower salary rate.

An employee's overtime rate shall be based on the employee's unreduced based on salary.

Disability payments shall be based on the employee's regular unreduced based on salary when he/she is on disability leave for an entire pay period. When an employee works part of the pay period while on disability, the time worked shall be subject to the personal leave reduction. The personal leave reduction and credit shall be based on the employee's time base prior to the disability. For example, if a full-time employee is on NDI and works a partial month, the hours worked shall be reduced by eight hours and the employee shall receive eight hours of personal leave credit. Personal leave credits may be used by the employee in the same manner as vacation and annual leave; thus, if vacation and annual leave are used to supplement the disability benefit, so may personal leave. If an employee elects to use personal leave to supplement NDI benefits, the employee must exhaust all personal leave credits prior to returning to NDI benefits. When an employee is on either total disability or partial disability for a pay period, the pay period shall count toward the 18 months of participation in the PLP. However, when an employee is on disability leave for an entire pay period, the employee shall not receive a personal leave credit for the pay period.

Personal leave credits are accumulated separately from vacation and annual leave and do not effect the vacation/annual leave caps for carry-over hours as specified in the respective bargaining contracts or DPA Rule 599.738.

The PLP does not affect the employee's accumulation of service to qualify a pay period. If an employee would have otherwise qualified the pay period, if not for the reduction of the personal leave day, the pay period is qualifying.

Personal leave credits may be donated to a catastrophic leave bank. An employee receiving benefit of a catastrophic leave bank must first exhaust their personal leave credits prior to eligibility for catastrophic leave.

A leave of absence during an employee's designated personal leave period shall count toward the employee's 18 months' participation in the PLP. However, the employee shall not receive personal leave credit for any pay period that compensation was not received.

Lump sum vacation shall be paid based on the employee's unreduced salary without the personal leave reduction. Personal leave credits accrued will, however, count toward lump sum projection.

An excluded employee who was subject to the 1991-92 pay reduction program and separated from State service prior to July 1, 1992, shall not be eligible to receive personal leave credit for pay periods they incurred a salary reduction. If the same employee reinstates to State service after July 1, 1992, but prior to December 31, 1993, he/she shall not be eligible to receive personal leave credit for prior service in the classification they incurred a salary reduction.

When an employee has additional positions, each position's payment will be treated independently for purposes of the personal leave pay reductions. The total reduction for a pay period shall not exceed eight hours. If an employee works in separate appointing powers, the primary employer shall verify the number of hours reduced in each position to ensure the employee does not receive a salary reduction in excess of eight hours for the pay period.

When computing holiday credits for an intermittent employee, the hours worked prior to the personal leave reduction shall be used to determine the number of hours the employee will receive for holiday credit.

When an intermittent employee uses personal leave hours within a pay period, that time counts toward the number of hours of personal leave reduction for the pay period.

Personal leave time off shall count toward the 1,500 maximum hours of work for intermittent employees and the 194 maximum days of work for employees on actual time worked.

All excluded and represented employees as of July 1, 1992, shall be entitled to use vacation credits in 1/2 hour increments. In addition, personal leave credits may also be used in 1/2 hour increments.

Student and Graduate Student Assistants shall participate in the PLP.

Retired Annuitants appointed pursuant to Government Code Section 21157 shall participate in the PLP.



ADDITIONAL CLASSIFICATIONS EXEMPT FROM THE PERSONAL LEAVE PROGRAM

Special Consultant, California Maritime Academy

Student Assistant, California Maritime Academy

Student Affairs Officer III, California Maritime Academy

All R21 designated classes at the California Maritime Academy

Pool Lifeguard, Seasonal

Fish and Wildlife Seasonal Aid

Fish and Wildlife Scientific Aid

Retired annuitants appointed pursuant to Government Code Section 21153

