California Department of Human Resources
Memorandum

TO: Personnel Management Liaisons (PML)

SUBJECT:	REFERENCE NUMBER:
Bargaining Unit 2 – Budget Savings Reduction and Personal Leave Program 2012	2012-025
DATE ISSUED:	**SUPERSEDES:**
07/03/12	

This memorandum should be forwarded to:

Personnel Officers
Employee Relations Officers

FROM: California Department of Human Resources
Labor Relations Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@calhr.ca.gov

To assist in achieving 2012-2013 Budget Savings, the State reached a side letter labor agreement with the California Attorneys, Administrative Law Judges and Hearing Officers in State Employment (CASE) representing State employees in Bargaining Unit 2. The agreement provides a Personal Leave Program (PLP) 2012 and a 4.62 percent pay reduction for all Bargaining Unit 2 employees effective July 1, 2012 through June 30, 2013.

PLP 2012

Effective July 1, 2012, employees will be credited with PLP 2012 on the first day of each pay period for 12 consecutive pay periods in the manner outlined below:

Full-Time Employees

Full-time employees shall have a reduction in pay equal to 4.62 percent and eight (8) hours of leave will be credited to the employee's PLP 2012 leave balance.

Part-Time Employees

Part-time employees shall be subject to the same conditions as full-time employees, on a prorated basis. The pro-ration shall be determined based on the employee's time base consistent with the following chart.

Time Base	Furlough in Hours
1/10	1
1/8	1
1/5	2
1/4	2
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

Intermittent Employees

Intermittent employees PLP 2012 credit shall be prorated based upon the number of hours worked in the monthly pay period as stated in the chart below.

Hours Worked During Pay Period	PLP 2012 Credit in Hours
0 to 10.9	0
11 to 30.9	1
31 to 50.9	2
51 to 70.9	3
71 to 90.9	4
91 to 110.9	5
111 to 130.9	6
131 to 150.9	7
151 or over	8

ADDITIONAL INFORMATION

- PLP shall have no cash value and may not be cashed out.

- PLP 2012 must be used in the pay period in which it is earned. For the July 2012 pay period, departments are encouraged to meet with their employees as soon as possible, to determine when employees will use their PLP 2012 day.

  If an employee has not scheduled their PLP 2012 day by the 20th of the month, their supervisor needs to meet with them to schedule their PLP day prior to the end of each

month. If the employee will not participate in choosing a day, the supervisor should schedule the PLP day which coincides with the employee's regular days off.

Departments should develop a system for using PLP 2012 in the month that it is accrued. For example, for the PLP 2012 earned in the August 2012 pay period, supervisors should meet with their employees by the end of July 2012 to schedule PLP leave for the August 2012 pay period.

- When severe operational considerations prohibit the use of PLP 2012 in the month it is accrued, PLP 2012 shall carry over and will be used in the same manner as vacation or annual leave.

- When an employee is approved to use PLP 2012, and the approval is subsequently rescinded on two separate, consecutive occasions, the employee's third approval for PLP 2012 shall not be rescinded even for operational needs.

- The PLP 2012 shall be used before any other leave, except sick leave, and PLP 2010/2011. For the purposes of this item, an approval can be a time frame of one or more consecutive days.

- Employees may request to use PLP 2012 in lieu of approved sick leave.

- PLP 2012 shall be requested and used by the employee in the same manner as vacation/annual leave. Requests for use of PLP 2012 must be submitted in accordance with departmental policies on vacation/annual leave.

- PLP 2012 leave credits shall not be included in the 640 hour leave credit cap.

- PLP 2012 reduction shall not affect transfer determinations between State civil service classes.

- A State employee shall be entitled to the same level of State employer contributions for health, vision, dental, flex-elect cash option, and enhanced survivor's benefits he or she would have received had the PLP 2012 not occurred.

- Compensation for the purpose of retirement, death, and disability benefits shall not be affected by this reduction and shall be based on the unchanged salary rate.

- PLP 2012 shall not cause a break in State service, a reduction in the employee's accumulation of service credit for the purposes of seniority and retirement, leave accumulation, or a merit salary adjustment.

- Employees on SDI, NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire pay period shall be excluded from the PLP 2012 for that pay period.

- Seasonal and temporary employees are not subject to PLP 2012.

- Employees who work less than their time base (e.g., dock, appointed or separated other than the first day of a pay period), shall have their 2012 hours applied on a prorated basis. To determine the prorated credit for a full-time or part-time employee, convert the employee's time worked in the pay period to hours and credit the employee with PLP 2012 hours based on the intermittent chart above.

For questions related to this PML, State department personnel office designated liaisons should contact California Department of Human Resources' Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

Julie Chapman
Acting Director