

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Unit 3 Represented and Exempt Teachers – PLP 2012 Accruals	<b>REFERENCE NUMBER:</b> 2012-028
<b>DATE ISSUED:</b> 07/05/12	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Personnel Transactions Supervisors**

**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

Effective July 1, 2012, the State implemented the Personal Leave Program (PLP) 2012 (PML 2012-012). The purpose of this memorandum is to provide the PLP 2012 accruals for Unit 3 represented and exempt employees that work an Academic Calendar Schedule.

**PLP 2012 ACCRUALS**

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 receive PLP as follows:

1. Employees in the following classes are on a 173.33 average work schedule and will receive 8 hours of PLP 2012 per pay period.

<i>Class Code</i>	<i>Class Title</i>
1852	Reader for the Blind
9145	Supervising Teacher III, School for the Blind, Fiscal Year
9176	Site Superintendent, School for the Blind
9731	Supervising Teacher I, School for the Blind, Fiscal Year
9732	Supervising Teacher II, School for the Blind, Fiscal Year
9146	Supervising Teacher III, School for the Deaf, Fiscal Year
9199	Site Superintendent, School for the Deaf
9733	Supervising Teacher I, School for the Deaf, Fiscal Year
9734	Supervising Teacher II, School for the Deaf, Fiscal Year

2. Employees in the following classes are on a 184 calendar schedule and will receive 5.67 hours of PLP 2012 per pay period.

<i>Class Code</i>	<i>Class Title</i>
9180	Teacher, School for the Deaf
9151	Teacher, School for the Blind

3. Employees in the following classes are on a 194 calendar schedule and will receive 5.98 hours of PLP 2012 per pay period.

<i>Class Code</i>	<i>Class Title</i>
9153	Teacher Specialist, School for the Blind
9154	Supervising Teacher I, School for the Blind
9191	Teacher Specialist, School for the Deaf
9192	Supervising Teacher I, School for the Deaf
9193	Supervising Teacher II, School for the Deaf

4. Employees in the following classes are on a 204 calendar schedule and will receive 6.28 hours of PLP 2012 per pay period.

<i>Class Code</i>	<i>Class Title</i>
9170	Supervising Teacher II, School for the Blind
9195	Supervising Teacher III, School for the Deaf
9196	Assistant Site Superintendent, School for the Deaf
9173	Supervising Teacher III, School for the Blind
9174	Assistant Site Superintendent, School for the Blind

5. Employees in the following classes are on a 209 calendar schedule and will receive 6.44 hours of PLP 2012 per pay period.

<i>Class Code</i>	<i>Class Title</i>
9200	Teacher Specialist, Diagnostic Center

6. Employees in the following classes are on a 219 calendar schedule and will receive 6.75 hours of PLP 2012 per pay period.

<i>Class Code</i>	<i>Class Title</i>
9202	Supervising Teacher, Diagnostic Center

7. Employees in the following classes are on a 224 calendar schedule and will receive 6.90 hours of PLP 2012 per pay period.

<i>Class Code</i>	<i>Class Title</i>
9203	Diagnostic Center Director

8. Employees in the following agency codes receive 6.78 hours of PLP 2012 per pay period.

Agency codes for R03 employees at Department of Corrections and Rehabilitation, Office of Correctional Education and Division of Juvenile Justice in Alternate Range 7 Academic Calendar is 220 days:

Division of Juvenile Justice Agency Codes

110  
113  
127  
128  
131  
135  
138  
146  
194

Office of Correctional Education Agency Codes

*Amador County*

025 – MCSP  
065 – Headquarters

*San Luis Obispo County*

056 – CMC  
101 – CTF  
936 – SVSP  
065 – Headquarters

*San Bernardino County*

080 – CIM

086 – CIW

079 – CRC

178 – CAL

403 – CEN

028 – CVSP

444 – ISP

030 – RJD

095 – SQ

065 – Headquarters

*San Joaquin County*

106 – DVI

099 – SCC

065 – Headquarters

*Sacramento County*

068 – CCC

076 – CMF

284 – SAC

674 – SOL

071 – FSP

934 – HDSP

394 – PBSP

065 – Headquarters

*Los Angeles County*

026 – ASP

054 – CCI

027 – LAC

084 – COR

381 – CCWF

915 – KVSP

182 – NKSP

435 – PVSP

587 – SATF

919 – VSPW

180 – WSP

065 – Headquarters

**Part-Time Employees**

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

- 184/Day Academic Calendar Schedule

<i>Time Base</i>	<i>PLP Per Pay Period</i>
1/10	0.57
1/8	0.71
1/5	1.13
1/4	1.42
3/10	1.70
3/8	2.13
2/5	2.27
1/2	2.84
3/5	3.40
5/8	3.54
7/10	3.97
3/4	4.25
4/5	4.54
7/8	4.96
9/10	5.10

- 194/Day Academic Calendar Schedule

<i>Time Base</i>	<i>PLP Per Pay Period</i>
1/10	0.60
1/8	0.75
1/5	1.20
1/4	1.50
3/10	1.79
3/8	2.24
2/5	2.39
1/2	2.99
3/5	3.59
5/8	3.74
7/10	4.19
3/4	4.49
4/5	4.78
7/8	5.23
9/10	5.38

- 204/Day Academic Calendar Schedule

<i>Time Base</i>	<i>PLP Per Pay Period</i>
1/10	0.63
1/8	0.79
1/5	1.26
1/4	1.57
3/10	1.88
3/8	2.36
2/5	2.51
1/2	3.14
3/5	3.77
5/8	3.93
7/10	4.40
3/4	4.71
4/5	5.02
7/8	5.50
9/10	5.65

- 209/Day Academic Calendar Schedule

<i>Time Base</i>	<i>PLP Per Pay Period</i>
1/10	0.64
1/8	0.81
1/5	1.29
1/4	1.61
3/10	1.93
3/8	2.42
2/5	2.58
1/2	3.22
3/5	3.86
5/8	4.03
7/10	4.51
3/4	4.83
4/5	5.15
7/8	5.64
9/10	5.80

- 219/Day Academic Calendar Schedule

<i>Time Base</i>	<i>PLP Per Pay Period</i>
1/10	0.68
1/8	0.84
1/5	1.35
1/4	1.69
3/10	2.03
3/8	2.53
2/5	2.70
1/2	3.38
3/5	4.05
5/8	4.22
7/10	4.73
3/4	5.06
4/5	5.40
7/8	5.91
9/10	6.08

- 220/Day Academic Calendar Schedule

<i>Time Base</i>	<i>PLP Per Pay Period</i>
1/10	0.68
1/8	0.85
1/5	1.36
1/4	1.70
3/10	2.03
3/8	2.54
2/5	2.71
1/2	3.39
3/5	4.07
5/8	4.24
7/10	4.75
3/4	5.09
4/5	5.42
7/8	5.93
9/10	6.10

- **224/Day Academic Calendar Schedule**

<i>Time Base</i>	<i>PLP Per Pay Period</i>
1/10	0.69
1/8	0.86
1/5	1.38
1/4	1.73
3/10	2.07
3/8	2.59
2/5	2.76
1/2	3.45
3/5	4.14
5/8	4.31
7/10	4.83
3/4	5.18
4/5	5.52
7/8	6.04
9/10	6.21

**Permanent Intermittent Employees**

Permanent Intermittent employees shall be subject to the same conditions as full-time employees, on a pro-rated basis.

The PLP pro-ration shall be determined consistent with the following charts.

- **184/Day Academic Calendar Schedule**

<i>Hours Worked During Pay Period</i>	<i>PLP Hours per Pay Period/</i>
0 to 10.9	0
11 – 30.9	0.71
31 – 50.9	1.42
51 – 70.9	2.13
71 – 90.9	2.84
91 – 110.9	3.54
111 – 130.9	4.25
131 – 150.9	4.96
151 or more	5.67

- **194/Day Academic Calendar Schedule**

<i>Hours Worked During Pay Period</i>	<i>PLP Hours per Pay Period</i>
0 to 10.9	0
11 – 30.9	0.75
31 – 50.9	1.50
51 – 70.9	2.24
71 – 90.9	2.99
91 – 110.9	3.74
111 – 130.9	4.49
131 – 150.9	5.23
151 or more	5.98

- **204/Day Academic Calendar Schedule**

<i>Hours Worked During Pay Period</i>	<i>PLP Hours per Pay Period</i>
0 to 10.9	0
11 – 30.9	0.78
31 – 50.9	1.57
51 – 70.9	2.36
71 – 90.9	3.14
91 – 110.9	3.93
111 – 130.9	4.71
131 – 150.9	5.50
151 or more	6.28

- **209/Day Academic Calendar Schedule**

<i>Hours Worked During Pay Period</i>	<i>PLP Hours per Pay Period</i>
0 to 10.9	0
11 – 30.9	0.81
31 – 50.9	1.61
51 – 70.9	2.42
71 – 90.9	3.22
91 – 110.9	4.03
111 – 130.9	4.83
131 – 150.9	5.64
151 or more	6.44

- **219/Day Academic Calendar Schedule**

<i>Hours Worked During Pay Period</i>	<i>PLP Hours per Pay Period</i>
0 to 10.9	0
11 – 30.9	0.84
31 – 50.9	1.69
51 – 70.9	2.53
71 – 90.9	3.38
91 – 110.9	4.22
111 – 130.9	5.06
131 – 150.9	5.91
151 or more	6.75

- **220/Day Academic Calendar Schedule**

<i>Hours Worked During Pay Period</i>	<i>PLP Hours per Pay Period</i>
0 to 10.9	0
11 – 30.9	0.85
31 – 50.9	1.70
51 – 70.9	2.54
71 – 90.9	3.39
91 – 110.9	4.24
111 – 130.9	5.09
131 – 150.9	5.93
151 or more	6.78

- **224/Day Academic Calendar Schedule**

<i>Hours Worked During Pay Period</i>	<i>PLP Hours per Pay Period</i>
0 to 10.9	0
11 – 30.9	0.86
31 – 50.9	1.73
51 – 70.9	2.59
71 – 90.9	3.45
91 – 110.9	4.31
111 – 130.9	5.18
131 – 150.9	6.04
151 or more	6.90

Personnel staff with questions should contact the Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

Julie Chapman  
Acting Director