

**Department of Human Resources  
Memorandum**

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

<b>SUBJECT:</b> Unused PLP 2012, PLP 2010, and Furlough Hours	<b>REFERENCE NUMBER:</b> 2013-013
<b>DATE ISSUED:</b> 03/26/13	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Personnel Transactions Supervisors**

**FROM:** Department of Human Resources  
Labor Relations Division

**CONTACT:** Personnel Services Branch  
(916) 323-3343  
Fax: (916) 322-0765  
Email: [psb@calhr.ca.gov](mailto:psb@calhr.ca.gov)

As a reminder, all departments are required to comply with existing PMLs relating to the Personal Leave Program (PLP) 2010, PLP 2012 and Furlough Program. PLP 2012 must be used in the pay period in which it is earned. Departments should develop a system for using PLP 2012 in the month that it accrues. For example, for PLP 2012 earned in the April 2013 pay period, supervisors should meet with their employees by the end of March 2013 to schedule PLP leave for the April 2013 pay period. When this is not operationally feasible or required by a Memorandum of Understanding (MOU), PLP 2012 shall carry over and should be used before any other leave, except sick leave.

All departments must continue to monitor and ensure that all accrued unused PLP 2012 hours, PLP 2010 hours, and furlough hours are exhausted prior to voluntary separation, termination, layoff, separation from state service (e.g., retirement), or other personnel actions such as rejection on probation or dismissal. Employees should use PLP 2012 hours first, followed by PLP 2010 hours, and then furlough hours. PLP 2012, PLP 2010, and furlough hours should be used before vacation, annual leave, personal holiday, holiday credit, and compensating time off (CTO). With regard to sick leave, each employee and his or her supervisor must approve the use of PLP 2012, PLP 2010, or furlough hours in lieu of using sick leave.

Whenever feasible, an employee's separation date should be extended out to ensure PLP 2012, PLP 2010, and furlough hours are exhausted prior to separation. In instances where an employee's separation date is scheduled in advance or at the employer's discretion such as layoff or termination, departments must require employees to use all unused PLP 2012, PLP 2010 and furlough hours prior to separation. Employees must be directed to take time off from work to use these hours without exception and shall not be permitted to refuse to use accrued PLP 2012, PLP 2010, or furlough hours.

On rare occasions, when an employee separates from State service and has accumulated PLP 2012 hours, PLP 2010 hours, and/or furlough hours which cannot be used prior to separation, these unused hours must be paid at the time of the employee's separation.

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Personnel Office staff with questions regarding unused PLP 2012, PLP 2010, and/or furlough hours may contact the Personnel Services Branch as shown above.

/s/Julie Chapman  
Director