

**THE FOLLOWING CONSTITUTES AN AGREEMENT
BETWEEN THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND
REHABILITATION/BOARD OF PAROLE HEARINGS AND THE CALIFORNIA ATTORNEYS,
ADMINISTRATIVE LAW JUDGES & HEARING OFFICERS IN STATE EMPLOYMENT
REGARDING**

THE IMPLEMENTATION OF THE VACATION/ANNUAL LEAVE REQUEST POLICY

WHEREAS, the CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)/BOARD OF PAROLE HEARINGS (BPH) provided the CALIFORNIA ATTORNEYS, ADMINISTRATIVE LAW JUDGES AND HEARING OFFICERS IN STATE EMPLOYMENT (CASE) with notice and CASE requested to meet and confer regarding the implementation of the following vacation/annual leave request policy;

WHEREAS, CASE and CDCR/BPH have arrived at the following agreement, which is mutually prepared and drafted by the parties;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. CASE and the CDCR/BPH, agree this Deputy Commissioner (DC) Vacation Annual Leave Policy supersedes Side Letter #6 of the Unit 2, 2011-2013 Memorandum of Understanding between CASE and the State of California.
2. Vacation/annual leave requests for DCs will be applicable in semi-annual segments starting July 1, 2012 to December 31, 2012 and January 1, 2013 to June 30, 2013.
 - a. DCs shall be granted four (4) full weeks of vacation/annual leave, taken in weekly increments for each semi-annual segment. Weekly increments consist of the full work week, Monday through Friday. Partial days of a week shall be considered a full week of a leave request.
 - b. BPH will provide two (2) rounds of vacation/annual leave selections during each semi-annual vacation segment. DCs will select, in descending order of DC seniority, their first (2) weeks in the first round. During the second round of vacation/annual leave selection, the same process will be utilized as described above. DCs may only select open vacation/annual leave slots on the vacation schedule during both rounds of the selection process.
3. Vacation/Annual Leave for the DCs will be approved or denied based on the following:
 - a. DCs will be assigned to one of the six (6) regions statewide. Each region's vacation schedule shall allow a set number of DCs to be on leave per week, as follows:
 - i. Region One (North) – Two (2) DCs
 - ii. Region One (South) – One (1) DC
 - iii. Region Two – One (1) DC
 - iv. Region Three – Two (2) DCs
 - v. Region Four (North) – Two (2) DCs
 - vi. Region Four (South) – One (1) DCs

- b. Vacation/Annual Leave requests for each region will be approved based on seniority in the DC classification. The vacation/annual leave selection process shall continue in descending order of seniority to the next DC until completed.
 - c. In the event that there is a tie in DC seniority the tie breaker(s) will be: first, total state service, and second, the lowest last four (4) digits of the DCs' Social Security Number(s).
 - d. It is recognized that from time to time a DC may request vacation/annual leave during the year. Once vacation/annual leave requests have been submitted and approved, further requests for vacation/annual leave will be considered on a case-by-case basis.
4. Once vacation/annual leave schedule is completed, the DCs will be provided with a copy of the completed vacation schedule for their respective regions. CASE will be provided copies of all regional vacation schedules for DCs.
 5. Deputy Commissioners who want to withdraw their approved vacation/annual dates will notify their respective Associate Chief Deputy Commissioner (ACDC) as soon as possible. The ACDC will notify DCs of these available dates.
 6. Written instructions will be provided to the DCs by the BPH in accordance with this policy.
 7. CDCR/BPH will notice CASE of the Deputy Commissioner Vacation Policy in April 2013.

State of California

CASE

Dated: May 10, 2012



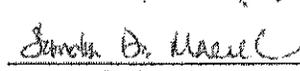
 Mark Veatch
 DPA Labor Relations Officer



 Padma Linker
 CDCR Labor Relations



 Daniel G. Moeller
 Associate Chief Deputy Commissioner



 Sandra D. Maciel
 Chief Deputy, Program Operations



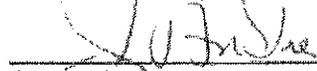
 Monica Miner
 CASE Labor Relations Representative



 Ramon Estrada
 CASE Local Representative



 Raquel Fassnacht
 CASE Local Representative



 James Andres
 CASE Local Representative