

Employee Information

Employee Name	Branch / Division
<input type="text"/>	<input type="text"/>
Classification and CBID	Leave Type (Vacation or Annual Leave)
<input type="text"/>	<input type="text"/>
Leave Accrual Rate (per month)	Number of Excess Leave Hours
<input type="text"/>	<input type="text"/>

Excess Leave Reduction

In accordance with each Memorandum of Understanding (MOU), most represented employees may accrue up to 640 hours of Vacation/Annual Leave. Reference the applicable MOU for Vacation/Annual Leave caps. All employees in excess of the MOU cap must submit to their supervisor for approval a plan to use Vacation/Annual Leave to bring their balance below the cap.

In accordance with California Code of Regulations, title 2, sections 599.738 and 599.752, non-represented employees shall not accrue more than 80 days of Vacation/Annual Leave. All employees in excess of the 80 days cap must submit to their supervisor for approval a plan to use Vacation/Annual Leave to bring their balance below the cap.

Supervisors shall retain a copy of each employee's approved reduction plan and provide a copy to Human Resources. It is the supervisor's responsibility to ensure that employees with excess leave balances meet the reduction requirements. Please refer to the appropriate MOU to determine when a plan should be developed.

Reduction Plan

Date/Block of Dates	Number of Hours	Date/Block of Dates	Number of Hours

Employee Signature

Date

Approval

Plan Approved: Yes
 No

Supervisor Signature

Date

If plan is denied, please provide business reasons and propose an alternate plan. If exception is granted, please provide justification. (Attach additional page)

Original: Supervisor

Copies: Employee, Human Resources Office