

MEMORANDUM

DATE: October 19, 2001

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2001-044

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Accounting Officers  
Employee Relations Officers  
Mentor Coordinators  
Personnel Officers

FROM: Department of Personnel Administration  
Policy Development Division

SUBJECT: Mentoring Leave - Excluded Employees and Bargaining Units 10, 12,  
16, 18, and 19.

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The Department of Personnel Administration has changed the criteria governing mentoring leave. These changes, which are effective October 1, 2001, apply to excluded employees. The provisions have also been agreed to with Bargaining Units 10, 12, 16, 18, and 19.

Mentoring leave formerly required permanent, full-time appointment. However, probationary employees can participate if they have completed a civil service probationary period and have permanent civil service status.

Because of the former full-time requirement, permanent part-time and permanent intermittent employees were not included in mentoring leave. However, these employees may now receive a prorated amount of mentoring leave based upon their time base if they have completed a civil service probationary appointment. For example, a half-time employee is eligible for twenty (20) hours of "mentoring leave" per calendar year, and an intermittent employee working a monthly equivalent of 160 hours may earn 3.33 hours of mentoring leave.

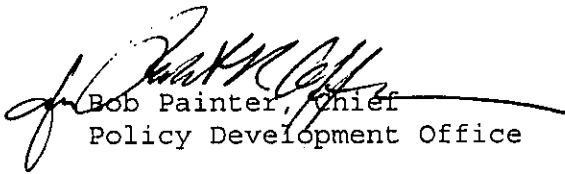
State Bargaining Units that have agreed to mentoring leave provisions should refer to the mentoring leave provisions in their most recent collective bargaining agreement.



PML 2001-044  
October 19, 2001  
Page 2

Participation in mentoring leave requires that the employee commit to mentor a child or youth through a mentoring organization that meets the Quality Assurance Standards established by the California Mentoring Initiative Office, Department of Alcohol & Drug Programs.

The attached "Mentoring Leave Criteria" reflects the foregoing changes. For information regarding the application of new mentoring provisions, please contact the DPA Labor Relations Division at (916) 324-0476 and ask for the Labor Relations Officer assigned to the appropriate bargaining unit.

  
Bob Painter, Chief  
Policy Development Office

Attachment

**Mentoring Leave Criteria**  
(Revised 10/1/01)

- A. Eligible full-time employees may receive up to forty (40) hours of "mentoring leave" per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for these activities. "Mentoring leave" is paid leave time, which may only be used by an employee to mentor. Mentoring Leave does not count as time worked for purposes of overtime, and this time may not be used for travel to and from the mentoring location.
- B. An employee must use an equal number of hours of his/her personal time (approved annual leave, vacation, personal leave, personal holiday, or CTO during the workday and/or personal time during nonworking hours) prior to requesting "mentoring leave." For example, if an employee requests two (2) hours of "mentoring leave," he/she must have used two (2) verified hours of his/her personal time prior to receiving approval for the "mentoring leave." "Mentoring leave" does not have to be requested in the same week or month as the personal time was used. It does, however, have to be requested and used before the end of the calendar year.
- C. Prior to requesting mentoring leave and in accordance with departmental policy, an employee shall provide his/her supervisor with verification of personal time spent mentoring from the mentoring organization.
- D. Requests for approval of vacation, CTO, and/or annual leave for mentoring activities are subject to approval requirements in this Contract and in existing departmental policies. Requests for approval of mentoring leave are subject to operational needs of the State, budgetary limits, and any limitations imposed by law.
- E. In order to be eligible for "mentoring leave," an employee must:  
1) have a permanent appointment, OR a probationary appointment, having successfully completed a probationary period in another class, obtaining permanent civil service status; AND 2) have committed to mentor a child or youth through a mentoring organization that meets the quality assurance standards, for a minimum of one school year. NOTE: Most programs are aligned with the child's normal school year. However, department management may make exceptions to the school year commitment based on individual mentor programs.



- F. Permanent part-time and permanent intermittent employees may receive a prorated amount of mentoring leave based upon their time base. For example, a half-time employee is eligible for twenty (20) hours of "mentoring leave" per calendar year. An intermittent employee working a monthly equivalent of 160 hours may earn 3.33 hours of mentoring leave.
- G. An employee is NOT eligible to receive mentoring leave if:  
1) he/she is assigned to a "post" position in the Department of Corrections or Youth Authority; or 2) he/she works in a level of care position in the Departments of Developmental Services, Mental Health, Education, and Veterans' Affairs.

