

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: April 10, 2002
REFERENCE CODE: 2002-023

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Accounting Officers
Employee Relations Officers
Mentor Coordinators
Personnel Officers

FROM: Department of Personnel Administration
Policy Development Office

SUBJECT: Mentoring Leave - Bargaining Units 1, 3, 4, 11, 15, and 21.

CONTACT: Charlotte Gehringer, Personnel Management Analyst
(916) 323-6938
FAX: (916) 324-0524
Email: CharlotteGehringer@dpa.ca.gov

In the past, to be eligible for mentoring leave, it was required that an employee have a permanent, full-time appointment. The following changes to this criteria governing mentoring leave for State bargaining units 1, 3, 4, 11, 15, and 21 are effective January 31, 2002:

- Probationary employees can now participate if they have prior permanent civil service status.
- Permanent part-time and permanent intermittent employees may now receive a prorated amount of mentoring leave based upon their time base. For example, a half-time employee is eligible for 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.
- 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.

PML 2002-023
April 10, 2002
Page 2

The attached Mentoring Leave Criteria reflects the foregoing changes. For information on mentoring leave, 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 4/1/02)

- A. Eligible employees may receive up to 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 hours of mentoring leave, he/she must have used two 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 for the current 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 current permanent appointment, **OR** have prior permanent status; **AND** (2) have committed 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 for a minimum of one school year. NOTE: Most programs are aligned with the child's normal school year. 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 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.