



George Deukmejian, Governor

TO: ALL STATE AGENCIES

REFERENCE CODE : 83-6-1
EFFECTIVE DATE : January 1, 1983
EXPIRATION DATE: Indefinite
DATE OF ISSUE : April 18, 1983

SUBJECT: PAID LEAVES OF ABSENCE

Assembly Bill 3355, effective January 1, 1983, adds Section 19991.10 to the Government Code. This section provides that no paid leave of absence for state employees shall exceed five working days without prior approval of the Department of Personnel Administration.

A paid leave of absence as defined in Government Code Section 19991.10 does not include paid leave as authorized by Sections 1230.1, 3518.5, 3522.7, 19252, 19253.5, 19775.1, 19848, 19853, 19854, 19858.1, 19859, 19863, 19871, 19886.1, 19991.3, and 19991.7 or Section 4800 of the Labor Code.

Paid Leave as authorized by Section 19991.10 has not been clearly defined in statute; however, each agency has broad discretionary authority in granting such paid time off (pursuant to Government Code Section 11152). Paid leave can be used in a number of instances, such as uncontrolled circumstances involving severe weather or safety of employees, or when punitive action is pending (Government Code Section 19574.5).

Paid leave for the above reasons shall not exceed five working days. The appointing power will provide the Department of Personnel Administration with a written request for an exception to the five days allowed by law. The request must be submitted prior to the expiration of the five-day limit.

Any questions regarding the above should be directed to Jerri Martin at (916) 324-0439 or (ATSS) 454-0439.


E. L. RUTHERFORD, CHIEF
Personnel Services Branch