



George Deukmejian, Governor

TO: LABOR RELATIONS AND PERSONNEL OFFICERS

REFERENCE CODE : 83-7-1
EFFECTIVE DATE : February 1, 1983
EXPIRATION DATE: Indefinite
DATE OF ISSUE : May 5, 1983

SUBJECT: Vacation Credit for Fractional
Time Base Employees (Part-Time)

REFERENCE: Memorandum 83-2-1, dated February 2, 1983

This memorandum is to further explain the method in which to calculate vacation benefits for fractional time base employees.

As of February 1, 1983, vacation credits are to be given on a pro rata basis to fractional time base employees on the first day of the monthly pay period following completion of six continuous qualifying pay periods and after that on the first day of the monthly pay period following a qualifying pay period. To qualify a full-time month, an employee must work 11 or more working days of service in a monthly pay period.

In order for a part-time month to qualify as a qualifying pay period, an employee must work at least that fraction of 88 hours (11 days) that corresponds to the employees time base. The attached chart demonstrates the number of hours needed in order to qualify a pay period for the most common time bases.

Any accumulated carryover from the January, 1983 pay period which was not equal to one month of full-time service shall be pro rated and credited to the employee's vacation balance as of February 1, 1983.

If you have any questions, please contact Jerri Martin or Marian Honeycutt on (916) 324-0439 or ATSS 454-0439.

DEBBIE HESSE
Deputy Director

CHART FOR COMPUTING VACATION, SICK LEAVE, AND
HOLIDAY CREDITS FOR FRACTIONAL TIME BASE EMPLOYEES

TIME BASE	To receive full warrant, employee must work hours shown below (include paid absences and holiday pay). Hours over this figure are recorded as excess time. Exclude any hours over 40 in one week; these are overtime.		Hours of work required to qualify pay period.	Hours of Monthly Vacation Credit Per Vacation Group					Hours of Monthly Sick Leave and Holiday Credit	TIME BASE
				7	10	12	13	14		
	<u>21 day-month-22 day</u>									
1/5	33.6	35.2	17.6	1.4	2.0	2.4	2.6	2.8	1.6	1/5
2/5	67.2	70.4	35.2	2.8	4.0	4.8	5.2	5.6	3.2	2/5
3/5	100.8	105.6	52.8	4.2	6.0	7.2	7.8	8.4	4.8	3/5
4/5	134.4	140.8	70.4	5.6	8.0	9.6	10.4	11.2	6.4	4/5
1/8	21.0	22.0	11.0	0.9	1.3	1.5	1.6	1.8	1.0	1/8
1/4	42.0	44.0	22.0	1.8	2.5	3.0	3.3	3.5	2.0	1/4
3/8	63.0	66.0	33.0	2.6	3.8	4.5	4.9	5.3	3.0	3/8
1/2	84.0	88.0	44.0	3.5	5.0	6.0	6.5	7.0	4.0	1/2
5/8	105.0	110.0	55.0	4.4	6.3	7.5	8.1	8.8	5.0	5/8
3/4	126.0	132.0	66.0	5.3	7.5	9.0	9.8	10.5	6.0	3/4
7/8	147.0	154.0	77.0	6.1	8.8	10.5	11.4	12.3	7.0	7/8
1/10	16.8	17.6	8.8	0.7	1.0	1.2	1.3	1.4	0.8	1/10
3/10	50.4	52.8	26.4	2.1	3.0	3.6	3.9	4.2	2.4	3/10
7/10	117.6	123.2	61.6	4.9	7.0	8.4	9.1	9.8	5.6	7/10
9/10	151.2	158.4	79.2	6.3	9.0	10.8	11.7	12.6	7.2	9/10