



George Deukmejian, Governor

TO: ALL PERSONNEL OFFICERS AND
LABOR RELATIONS OFFICERS

SUBJECT: Sick Leave Credits for Fractional
Time Base Employees.

REFERENCE CODE : 84-20-1
EFFECTIVE DATE : July 1, 1984
EXPIRATION DATE: Indefinite
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This is to advise departments of the application of sick leave credits for fractional time base employees in Bargaining Units 1, 4, 15 and 20.

Effective July 1, 1984, employees in these bargaining units earn seven (7) hours of credit for sick leave on the first day of the monthly pay period following completion of a qualifying pay period.

The chart on the reverse side of this memorandum reflects the hours earned on a pro rata basis for fractional time base employees in these bargaining units. This chart supercedes the Chart for Computing Vacation, Sick Leave and Holiday Credits for Fractional Time Base Employees printed on the reverse side of the Department of Personnel Administration Management Memorandum 83-7-1 dated May 5, 1983. No other changes were made to this chart.

If you have any questions regarding application of these credits, please contact Marnie Badgley at (916) 324-0439, ATSS 454-0439.



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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 PER GROUP		TIME BASE	
			7	10	11	12	13	14	15	SL 7	SL/HOL. 8			
	<u>21 day-month-22 day</u>													
1/5	33.6	35.2	17.6	1.4	2.0	2.2	2.4	2.6	2.8	3.0	1.4	1.6	1/5	
2/5	67.2	70.4	35.2	2.8	4.0	4.4	4.8	5.2	5.6	6.0	2.8	3.2	2/5	
3/5	100.8	105.6	52.8	4.2	6.0	6.6	7.2	7.8	8.4	9.0	4.2	4.8	3/5	
4/5	134.4	140.8	70.4	5.6	8.0	8.8	9.6	10.4	11.2	12.0	5.6	6.4	4/5	
1/8	21.0	22.0	11.0	0.9	1.3	1.4	1.5	1.6	1.8	1.9	0.9	1.0	1/8	
1/4	42.0	44.0	22.0	1.8	2.5	2.8	3.0	3.3	3.5	3.8	1.8	2.0	1/4	
3/8	63.0	66.0	33.0	2.6	3.8	4.1	4.5	4.9	5.3	5.6	2.6	3.0	3/8	
1/2	84.0	88.0	44.0	3.5	5.0	5.5	6.0	6.5	7.0	7.5	3.5	4.0	1/2	
5/8	105.0	110.0	55.0	4.4	6.3	6.9	7.5	8.1	8.8	9.4	4.4	5.0	5/8	
3/4	126.0	132.0	66.0	5.3	7.5	8.3	9.0	9.8	10.5	11.3	5.3	6.0	3/4	
7/8	147.0	154.0	77.0	6.1	8.8	9.6	10.5	11.4	12.3	13.1	6.1	7.0	7/8	
1/10	16.8	17.6	8.8	0.7	1.0	1.1	1.2	1.3	1.4	1.5	0.7	0.8	1/10	
3/10	50.4	52.8	26.4	2.1	3.0	3.3	3.6	3.9	4.2	4.5	2.1	2.4	3/10	
7/10	117.6	123.2	61.6	4.9	7.0	7.7	8.4	9.1	9.8	10.5	4.9	5.6	7/10	
9/10	151.2	158.4	79.2	6.3	9.0	9.9	10.8	11.7	12.6	13.5	6.3	7.2	9/10	