



George Deukmejian, Governor

2074287000

TO: ALL PERSONNEL OFFICERS AND
EMPLOYEE RELATIONS OFFICERS

SUBJECT: Use of Fractional Vacation
Hours for Full-Time Excluded
Employees

REFERENCE CODE : 84-23-4
EFFECTIVE DATE : November 1, 1984
EXPIRATION DATE: June 30, 1985
DATE OF ISSUE : October 26, 1984

The Department of Personnel Administration hereby authorizes a one-time use of the existing fractional vacation hours that are currently "on the books" for full-time, excluded employees (ie. managers, supervisors, confidential employees, and others excluded from collective bargaining).

Until recently, vacation was earned with a fractional hour; either 1/3 or 2/3 of an hour in addition to the whole hours earned. Now, all employees earn vacation in whole hours. This has resulted in many employees carrying a fractional hour on their record which they are precluded from using because PTM Section 611.11 prohibits the use of vacation in increments of time less than one hour.

Department Personnel Offices should notify all affected excluded employees that the fractional hours should be used prior to June 30, 1985. This will eliminate the need for Personnel Offices to carry the fractional hours on the books each month. After June 30, 1985 all unused fractional vacation hours shall be removed from each employee's vacation balance.

If you have any questions regarding this policy, please contact the Excluded Employees Relations Branch at (916) 322-0300 or ATSS 492-0300.


David J. Tirapelle, Chief
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