



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 86-09-1
EFFECTIVE DATE: July 1, 1985
EXPIRATION DATE: Indefinite
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SUBJECT: Clarification of Benefits for Excluded ("E") Employees

This memorandum is intended to provide general guidelines to clarify benefits for excluded ("E") employees. Departments should refer to the appropriate Government codes and/or Department of Personnel Administration regulations for more detailed information.

HOLIDAYS

Excluded employees shall be entitled to the holidays as provided in Government Code Section 19853. This provision includes Saturday holidays.

Employees in classes for which a specific daily rate or hourly rate is established do not receive holiday pay. Payment for holidays is included in the compensation rate.

PERSONAL HOLIDAY

Every employee, upon completion of six months of his or her initial probationary period in State service, shall be entitled to one personal holiday per fiscal year. (Government Code Section 19854)

BEREAVEMENT LEAVE

Excluded permanent employees shall receive bereavement leave with pay in accordance with the provisions of Government Code Section 19859.3 and Department of Personnel Administration Regulation Section 599.923.

SICK LEAVE

Excluded employees shall be credited with sick leave in accordance with Department of Personnel Administration Regulation Sections 599.746 and 599.747 and Government Code Section 19859.

VACATION

Excluded employees shall be credited with vacation in accordance with Government Code Section 19858.1(c).

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SHIFT DIFFERENTIAL

Excluded employees may be eligible for shift differential if they meet the criteria listed in the Introduction to the Pay Scales. Classes not eligible for shift differentials are identified by Footnote 34 in the current Pay Scales.

VISION CARE, DENTAL CARE, AND GROUP LIFE INSURANCE

Eligible excluded employees are defined as follows:

1. All permanent employees appointed half-time or more for over six months;
2. Permanent Intermittent employees who work a minimum of 480 hours in each six-month period ending June 30 or December 31.
3. Limited Term or TAU appointees with prior continuous permanent status.

PER DIEM/SUBSISTENCE RATES

Effective July 1, 1985, the per diem/subsistence allowances for all excluded employees are as follows:

SHORT TERM	Statewide	Designated High Cost Areas* Up to
Lodging	\$47.00	\$63.00 (with lodging receipt)
Breakfast	4.00	5.00
Lunch	7.00	8.00
Dinner	13.00	15.00
Incidentals (for every full 24 hour period)	4.00 \$75.00	4.00 \$95.00

* Please refer to DPA Management Memo 85-17-1 (page 2) for High Cost Area Zip Codes.

If you have any questions regarding any of these benefits, you may call the Personnel Services Branch at (916) 324-0439, ATSS 454-0439.


Anne Bersinger, Chief
Personnel Management Division