

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: September 7, 1989
Reference Code: 89-53

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

From: Department of Personnel Administration
Office of the Director

Subject: Paid Leave Balances

The Department of Personnel Administration (DPA) is requesting your assistance in updating Statewide information on the paid leave balances of State employees. This information is vital in assessing and costing legislative and bargaining proposals relating to leave accumulation, usage and buy back.

As many of you are aware, the Office of the State Controller is continuing to pursue the establishment of an automated centralized leave accounting system. Unfortunately, the implementation of such a system is still some time off. We are therefore forced to obtain the necessary data by asking each department to respond to the enclosed survey questionnaire.

We recognize that in many cases leave records are still maintained manually and the compilation of the requested data may require a significant amount of time. We are therefore not requesting the return of this questionnaire until October 31, 1989. This information is important and we request that you complete the form, if at all possible.

Please return the completed questionnaire to Bruce Crain of my staff. He may be reached on (916) 324-0530 of ATSS 454-5030.



Lillian Rowett
Deputy Director



**PAID LEAVE BALANCES
FALL 1989**

1. Department _____

Person approving response:

Name _____ Title _____

Address _____ Phone _____

2. Vacation <u>Balance Hrs</u>	# of employees			<u>Represented</u>
	<u>Managers</u>	<u>Supervisors</u>	<u>Others¹</u>	
Less than 100	_____	_____	_____	_____
100 to 199	_____	_____	_____	_____
200 to 299	_____	_____	_____	_____
300 to 399	_____	_____	_____	_____
400 to 599	_____	_____	_____	_____
600 to 799	_____	_____	_____	_____
Over 800	_____	_____	_____	_____

Balances as of: _____

3. Annual Leave <u>Balance Hours</u>	# of employees			<u>Represented²</u>
	<u>Managers</u>	<u>Supervisors</u>	<u>Others¹</u>	
Less than 100	_____	_____	_____	_____
100 to 199	_____	_____	_____	_____
200 to 299	_____	_____	_____	_____
300 to 399	_____	_____	_____	_____
400 to 499	_____	_____	_____	_____
500 to 639	_____	_____	_____	_____
640 to 799	_____	_____	_____	_____
Over 800	_____	_____	_____	_____

Balances as of: _____

- 1. Confidential and Excluded
- 2. Bargaining Units 5, 13 and 16

4. If the data reported under items 2 and 3 is based on a sample, please complete the following:

Percent of employees included:

Managers _____
Supervisors _____
Other Nonrepresented _____
Represented _____

5. Please state your department's practices and views on the following.

- A. Department of Personnel Administration regulation 599.742.1, Right to Vacation - Nonrepresented Employees, became operative August 31, 1988. This regulation requires, among other things, that the appointing power shall require employees to take off excess hours in the following calendar year if they have exceeded the carry over maximum the prior January 1. Approximately how many employees have taken, or plan to take, mandated vacation or annual leave during the current calendar year?

- B. What are your policies concerning the use of compensating time-off (CTO) in lieu of cash for overtime worked by nonrepresented employees?

- C. How long are nonrepresented employees allowed to carry CTO before it is cashed out?

- D. Please add any comments you wish regarding the State's policy on the accumulation and use of paid leave.

Please return the questionnaire to Bruce Crain by October 31, 1989 at the following address:

Department of Personnel Administration
Policy Development Office
1515 S Street, North Building, Suite 400
P.O. Box 944234
Sacramento, CA 94244-2340

