

M E M O R A N D U M

To: PERSONNEL MANAGEMENT LIAISONS

Date: November 3, 1989
Reference Code: 89-67

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers

From: **Department of Personnel Administration**
Office of the Director

Subject: Catastrophic Leave for Natural Disaster Program - Nonrepresented Employees

The Department of Personnel Administration has recently adopted a new regulation which authorizes a Catastrophic Leave for Natural Disaster Program for nonrepresented employees. This regulation is consistent with provisions currently being negotiated for represented employees.

Attached is a copy of the newly adopted regulation.

If you have any questions regarding this regulation, please contact Ann McWherter at (916) 324-9367 or ATSS 454-9367. Questions regarding contract provisions relating to a specific bargaining unit should be directed to the appropriate Labor Relations Officer.



Lillian Rowett
Chief Deputy Director

Attachment



599.925.1. Catastrophic Leave for Natural Disaster-Nonrepresented Employees

At the discretion of the appointing power, non represented employees as defined in Section 599.619 will be permitted to transfer eligible leave credits to an employee when a natural disaster occurs.

(a) The following conditions shall apply:

(1) Catastrophic leave for a natural disaster shall be leave for an employee who faces financial hardship because the employee has exhausted all of his/her eligible leave and is unable to work due to the effect of the natural disaster on the employee's principal residence.

(2) The employee resides in one of the counties where a State of Emergency exists as declared by the Governor.

(3) Eligible leave credits include annual leave, vacation, compensating time off (CTO) and/or holiday leave credits. They do not include sick leave.

(b) Eligible leave credits may be donated for catastrophic leave for a natural disaster:

(1) upon the request of an employee;

(2) upon determination by the department director or designee that the employee in the department is unable to work due to the effects of the natural disaster on the employee's principal residence; and

(3) the employee has exhausted all eligible leave credits.

(c) If the transfer of eligible leave credits is approved by the department's director or designee, any nonrepresented employee in that agency may, upon written notice to the Personnel Office, donate eligible leave credits at a minimum of eight hour increments. Donations thereafter must be in whole hour increments. Donations will be reflected as an hour for hour deduction from the leave balance of the donating employee. When transferring eligible leave credits, the agency should assure that only credits that may be needed are transferred. A nonrepresented employee may donate eligible leave credits to a represented employee. A nonrepresented employee who is designated managerial as defined in Government Code Section 3513(e) or supervisory as defined in Government Code Section 3522.1 may not receive donated eligible leave credits from a represented employee. Transfer of eligible leave credits may be interdepartmental in accordance with the policies of the receiving department.

(d) In order to receive donated leave credits, a nonrepresented employee must provide appropriate verification as determined by the agency. A nonrepresented employee eligible for this program will have any time which is donated credited to his/her account in eight hour increments. Donated credits will be reflected as an hour-for-hour addition to the vacation or annual leave balance of the receiving employee. Use of donated credits may not exceed three (3) continuous months for any one occurrence; however, if approved by the appointing authority, use of donated credits may be for six (6) continuous months.

The total amount of leave credits donated may not exceed an amount sufficient to insure the continuance of regular compensation. All such transfers are irrevocable. A nonrepresented employee who receives time through this program shall use any leave credits he/she continues to accrue on a monthly basis prior to receiving time from this program.

NOTE: Authority cited: Sections 3517.8, 19849.13, 19815.4(d) and 19816, Government Code. Reference: Section 3517.8, Government Code.

