

MEMORANDUM

To: Personnel Management Liaisons

Date: June 8, 1990

Reference Code: 90-23

**PLEASE DISTRIBUTE THIS MEMORANDUM IMMEDIATELY TO ALL PERSONNEL OFFICE STAFF AND ALL PERSONNEL TRANSACTION STAFF.**

From: Department of Personnel Administration

Subject: Nonrepresented, Nonmanagerial Leave Buy Back

We are requesting your assistance in implementing this year's Leave Buy Back program for nonrepresented employees. Employees designated "E97", "E98", "C" and "S" may participate pursuant to Department of Personnel Administration Regulations 599.744.1 and 599.754. Employees in split classes that are designated supervisory may participate and their names will appear on the Controller's list.

Employees with the CB/ID, "E97", "E98", "C" or "S" may be paid in eight (8) hour increments for up to sixteen (16) hours of accrued vacation, annual leave or one personal holiday at their regular pay rate (as of July 1, 1990).

For 1990 Buy Back, the State Controller's Office (SCO) has established new procedures for efficient processing. SCO will provide each department with an up-to-date worksheet containing the names of all eligible employees. The worksheet will serve to: 1) verify eligibility; 2) if needed, be a worksheet for computing payments; and 3) provide an input document to SCO. With the worksheet, each department will receive an election form preprinted with the eligible employee's name, agency and unit codes and bargaining unit identification code.

The following key activities and dates are provided to assist you in scheduling workload.

1. On or about July 13, 1990, SCO forwards to Departments worksheets and election forms containing the names of eligible employees (as of July 1, 1990).
2. Department Personnel Offices distribute pre-printed election forms to eligible employees indicating their vacation balances and personal holiday status as of July 1, 1990.
3. Eligible employees return completed election forms to their personnel office.
4. As appropriate, departments post hours and gross payments to worksheets and return them to the SCO no later than August 31, 1990.
5. SCO will process documents and issue checks on a flow basis.

Please contact Diane Hachey at (916) 324-9377 or ATSS 454-9377 if you have any questions. Thank you for your assistance.

  
Patricia Pavone, Chief  
Benefits Division

