



Pete Wilson, Governor

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: MM 91-01
EFFECTIVE DATE: January 1, 1991
EXPIRATION DATE: Indefinite
DATE OF ISSUE: February 5, 1991

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

SUBJECT: Annual Leave Program

Effective January 1, 1991 the Department of Personnel Administration (DPA) amended DPA Regulation 599.752 (Annual Leave Program) to increase the accrual rate of leave credit for managerial and related employees with less than 3 years of service. (See amended regulation attached.)

The amended regulation provides the initial accrual rate will be 15 hours credit per month for all employees with 10 years of service or less. Please note the schedule in this amended regulation applies only to employees designated managerial by the DPA, including nonelected officers of the executive branch of government exempt from civil service, and State Traffic Sergeants in the California Highway Patrol. All other employees participating in the annual leave program will continue to be subject to the regulation but will accrue annual leave based on the schedule provided in Government Code Section 19858.4.

If you have any questions, please call Bruce Crain of my staff on (916) 324-0530 or ATSS 454-0530.

A handwritten signature in cursive script that reads "Lillian Rowett".

Lillian Rowett
Chief Deputy Director

599.752 Annual Leave Program.

(a) Pursuant to Government Code Section 19858.3, eligible employees *identified in part (a), (b) or (c) of Government Code Section 19858.3* may voluntarily elect to enroll in the Annual Leave Program to receive annual leave credit in lieu of sick leave and vacation benefits. Statutorily exempt employees who do not accrue sick leave and vacation are not eligible to participate.

Current employees who enroll in annual leave shall have accumulated vacation hours converted to annual leave credits on an hour for hour basis and begin accruing annual leave in accordance with the leave accrual schedule specified in subsection (b). Sick leave credits accumulated in accordance with Rule 599.746 shall continue to be available for approved sick leave purposes.

(b) On the first day following a qualifying monthly pay period, as defined in Rule 599.608, employees identified in part (a), (b), or (c) of Government Code Section 19858.3 shall be allowed credit for annual leave with pay as follows:

Length of Service	Annual Leave Allowance
1 month through 120 months (10 yrs)	15 hours per month
121 months through 180 months (15 yrs)	17 hours per month
181 months through 240 months (20 yrs)	18 hours per month
241 months through 300 months (25 yrs)	19 hours per month
301 months and over	20 hours per month

Other participating employees will accrue leave based on the schedule provided in Government Code Section 19858.4.

(c) The employee may accumulate the unused portion of annual leave credit, provided that on January 1st of a calendar year, the employee shall not have more than 80 annual leave days.

Except as provided for in Section 599.742.1, exceptions to carry over more than the prescribed maximum will be allowed only when the employee is prevented from taking annual leave because the employee is (1) required to work as a result of fire, flood or other emergency, or (2) absent on full salary for compensable injury. Such exceptions must be approved in advance by the Director of the Department of Personnel Administration.

When verification of prior State service requires revisions in annual leave credits the employee's current accumulation shall be adjusted. Additional credit exceeding the maximum carry-over shall be used within one year following the qualifying monthly pay period in which credited.

(d) Annual leave credits may be used for any approved absence. When annual leave is used for sick leave purposes, the appointing power may require the employee to submit substantiating evidence including, but not limited to, a physician's certificate. If the appointing power does not consider the evidence adequate, the request for the use of annual leave for sick leave may be disapproved. Denials of use of annual leave for sick leave may be appealed to the appointing power. Use of annual leave for sick leave may be in 30 minute increments and in one hour increments for other approved absences.

(e) In the event the appointing power does not approve annual leave for employee sufficient to reduce accumulated annual leave to the amount permitted by this section as of January 1, the employee may take, as a matter of right, immediately preceding January 1, the number of days of accumulated annual leave required to reduce such accumulation to the amount permitted by that rule.

(f) Except as herein provided, vacation regulations 599.738-599.741 governing separation from State service without fault; credit for part-time and intermittent employment; and credit for employees returning to State service after absence by temporary or permanent separation; computing State service for full-time, part-time,

intermittent and employees holding multiple positions; and transfer of accumulated credit shall apply to annual leave.

NOTE: Authority cited: Sections 3517.8, 19143, 19815.4(d) and 19816, Government Code. Reference: Sections 19780, 19782, 19783, 19839, 19858.3, 19858.4 and 19996, Government Code.