

State of California

M E M O R A N D U M

Date: April 13, 1992

Reference Code: 92-48

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Labor Relations and Personnel Officers

From: Department of Personnel Administration
Personnel Services Branch

Subject: Voluntary Unpaid Leave Survey

This memorandum is in reference to Management Memo 92-43, dated March 30, 1992 which addressed Voluntary, Unpaid Leave. Voluntary, unpaid leave is encouraged in order to achieve needed savings in State personnel costs.

Management Memo 92-43 referenced the need for departments to maintain records of the number of requests received from employees, the number of leave days granted, and the amount of the resulting cost savings. Attached for your use is a form to be completed and returned to the Department of Personnel Administration (DPA) no later than May 29, 1992. These figures should include requests received and those number of days approved for the April and May pay periods.

Please return the attached form to Clarice Baker, Personnel Services Branch, at DPA. Departments which have field personnel offices should coordinate through a single contact at their headquarters' personnel office. One response from each department should only be returned to DPA.

If you have any questions regarding the completion of the attached form, please contact Clarice Baker at (916) 324-0439 or ATSS 8-454-0439.



Jerri Martin, Manager
Personnel Services Branch

PSB/C11111

To: D-22
Department of Personnel Administration
Personnel Services Branch
Attn: Clarice Baker

From: (Appointing Power Representative)

Subject: Response to Voluntary Unpaid Leave Survey for the
April and May 1992 Pay Periods

1. Number of employees who requested Voluntary, Unpaid Leave _____.
2. Number of employees approved for Voluntary, Unpaid Leave _____.
3. Total number of Voluntary, Unpaid Leave days granted
by your department _____.
4. Resulting cost savings of leave days granted _____.

Please return the survey by May 29, 1992 and, as a reminder, only one response is to be returned to DPA from each department.

Department: _____

Departmental Contact: _____ Phone Number: _____

