



Pete Wilson, Governor

To: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM 92-101

EFFECTIVE DATE: July 1, 1992 and
September 1, 1992

EXPIRATION DATE: February 28, 1993

DATE OF ISSUE: September 15, 1992

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers
Personnel Transactions Supervisors

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Personal Leave Program (PLP) Update #1

This memorandum is to provide further provisions regarding the PLP, to clarify and, in some instances, amend provisions that were previously addressed in Management Memo 92-78. Upon further review of the PLP process, and the need to better interface with the State Controller's Office (SCO) payroll system, amendments to previous provisions were necessary to effectively administer the PLP. In addition, a worksheet and examples are attached for departmental use to calculate personal leave credit (PLC) for employees who moved between reduced classes designated Managerial, Supervisory, E98, and E99; to or from unreduced classes designated Rank and File, Excluded, E97, and Confidential during the 1991-92 salary reduction program. The worksheet also provides for the restoration of employees' salaries as of July 1, 1992 and the crediting of PLC toward the 18 months of participation in the PLP.

To date, all Excluded designated classes, Bargaining Units 01, 02, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20 and 21 are participating in the PLP. Bargaining Units 02, 06, and 09 have signed agreements to be included in the PLP effective September 1, 1992. Bargaining Unit 06 employees shall receive a salary reduction of eight hours and receive eight hours of PLC and participate in the PLP for 18 months. Bargaining Units 02 and 09 shall receive a salary reduction of nine hours and receive nine hours of PLC and participate in the PLP for 16 months. Further information and instructions on the implementation of the PLP for Bargaining Units 02 and 09 will be forthcoming in a future PLP update.

All further references to the PLP in this memorandum shall apply to those bargaining units that have a salary reduction of eight hours and that receive eight hours of PLC or an equivalent of eight hours for less than full-time employees. In addition, all references to PLP participation shall be for the 18 months.

AMENDMENTS TO MANAGEMENT MEMO 92-78

BARGAINING UNIT 18: Bargaining Unit 18 was inadvertently omitted and should have been included on the first page of Management Memo 92-78, which advised departments of those bargaining units participating in the PLP effective as of July 1, 1992. However, in the attachment which provided provisions of the PLP, Bargaining Unit 18 was included as a bargaining unit participating in the program effective July 1, 1992.

SALARY CHANGES EFFECTIVE OTHER THAN THE FIRST OF THE PAY PERIOD: When an employee receives a salary change other than the first of the pay period, the personal leave reduction shall be based in the position the employee is active as of the time of the salary reduction. SCO issues salary payments based on the position the employee holds as of the end of the pay period, then issues payments for positions on a retrospective basis. Therefore, the first payment issued, which is typically the position the employee is currently active, shall be subject to the personal leave salary reduction.

LUMP-SUM PAYMENTS: Lump-sum payments shall be paid based on the employee's unreduced salary without a personal leave reduction. PLC accrued prior to the employee's separation date shall count toward lump-sum payments, however, during the period of projection an employee shall not accrue any additional PLC.

BREAK IN SERVICE: An employee who separated from State service prior to July 1, 1992, with prior service in a classification subject to the 1991-92 salary reduction program, shall not be eligible to receive PLC for those pay periods he/she incurred a salary reduction. In addition, if the employee reinstates to State service after July 1, 1992 and prior to December 31, 1993, the employee shall not be eligible to receive PLC for the prior service. However, if the employee reinstates to State service on or before July 1, 1992, those pay periods prior to the break in service in which a salary reduction occurred shall count toward their participation in the PLP.

ADDITIONAL POSITIONS: When an employee receives pay for more than one position, each position during the pay period will be reduced by a personal leave reduction. If an employee holds a position in addition to a full-time position, both positions will be reduced. The full-time position will be reduced by eight hours and the additional position will be reduced based on the number of hours worked in that position. It is not the Department of Personnel Administration's (DPA) intent for any employee to incur a salary reduction in excess of eight hours for any one pay period. Therefore, departments need to request an adjustment to the employee's pay to offset any reduction in excess of the eight hours. If an employee works for more than one appointing power, the primary employer should be responsible for reconciling the employee's salary payments received for each position and the number of hours reduced within a pay period to ensure the employee has not incurred a salary reduction in excess of eight hours total for all positions. The appointing authorities should come to an agreement to determine which position should be adjusted to offset hours in excess of eight hours.

RETIRED ANNUITANTS: Retired annuitants appointed pursuant to Government Code Sections 21151, 21152, 21153, 21154, 23919, 23921, and 23922 are excluded from participation in the PLP. However, they will incur a salary reduction in their position. SCO does not have the capability to exclude retired annuitants from the PLP as the payroll system does not distinguish tenure when reducing salaries for a class. Therefore, a request for an adjustment to the employee's pay must be made in order to offset the employee's salary reduction.

AMOUNT OF HOURS REQUIRED TO WORK FOR A SALARY REDUCTION TO OCCUR: Full-time and part-time employees shall not incur a salary reduction or receive PLC when receiving 1 day 2.99 hours of pay or less; intermittent employees shall not incur a salary reduction when receiving 10.99 hours of pay or less; and semimonthly employees shall not incur a salary reduction when receiving 5.49 hours of pay or less.

INTERMITTENT AND ACTUAL TIME WORKED (ATW) QUALIFYING SERVICE: Intermittent and ATW employees shall have personal leave count toward their 1,500 hours and 194 days as of the time of the salary reduction. When an employee takes personal leave time off, those hours shall not count toward their 1,500 hours and 194 days of work.

ADDITIONAL PERSONAL LEAVE PROVISIONS:

PLC FOR HEALTH BENEFITS: All current excluded employees as of July 1, 1992, who would have otherwise been eligible for health benefits and who worked at least one qualifying pay period since July 1, 1991, the effective date of the health benefit premium rate increase, shall receive a one-time credit of eight hours of PLC as of July 1, 1992. Those employees enrolled in FlexElect and Rural Subsidy are also entitled to the eight hours of PLC.

COUNTING PLC TIME OFF TOWARDS OVERTIME: When an employee takes personal leave time off, those hours shall count toward the required number of hours in a workweek in determining overtime.

DPA RULES 599.937 (m), 599.937.1 AND BARGAINING UNIT SIDE AGREEMENTS WHICH PROVIDE FOR PLC FOR MOVEMENTS BETWEEN REDUCED CLASSES DESIGNATED MANAGERIAL, SUPERVISORY, E99, E98 AND UNREDUCED CLASSES DESIGNATED EXCLUDED, E97, CONFIDENTIAL AND RANK AND FILE DURING THE 1991/92 SALARY REDUCTION PROGRAM:

Effective July 1, 1992, regardless of the effective date of participation in the PLP, employees who moved between reduced Managerial, Supervisory, E98, and E99 classes; to or from unreduced Excluded, E97, Confidential and Rank-and-File classes with signed side agreements (includes all bargaining units except Units 03 and 14) shall receive and be eligible to use PLC for the time they incurred a salary reduction during the 1991/92 salary reduction program as follows:

- . Participation toward the 18 months in the PLP for those months the employee incurred a salary reduction;

- . employees shall receive PLC on a prorated basis determined by the difference between the salary they received and the salary they would have received if the 1991/92 salary reduction program had not occurred;
- . employees shall receive a restored salary rate and, when appropriate, a corrected salary anniversary date as of July 1, 1992, if their salary was affected by the 1991/92 salary reduction program.

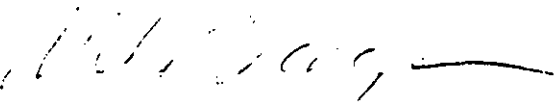
SCO has programmed the payroll system to accomplish the PLP by reducing employees' salaries for the entire 18 months of participation from the effective date of implementation of the PLP and from the effective date of the 1991/92 salary reduction program. Managerial and E99 designated classes were reduced during the 1991/92 Salary Reduction Program and as this reduction period shall count toward the 18 months of PLP participation, the PLP will conclude as of December 31, 1992. Supervisory and E98 designated classes were reduced during the 1991/92 Salary Reduction Program and as this reduction period shall count toward the 18 months of PLP participation, the PLP will conclude as of March 31, 1993. If a Managerial, Supervisory, E98 and E99 employee has not completed 18 months of PLP participation as of the PLP expiration date, departments will be required to process individual employee reductions to ensure 18 months of participation in the PLP or until December 31, 1993. (Example: An employee appointed to a supervisory class from a rank-and-file class as of January 1, 1992 would receive six months prior PLC as of July 1, 1992 and would be required to serve three additional months in the PLP after the PLP expiration date of March 31, 1993.) The 18 months of PLP participation for all other excluded designated classes is from July 1, 1992 through December 31, 1993. The 18 months of the PLP participation for rank-and-file designated classes shall be as specified in each bargaining agreement. Even though an employee may qualify for credit for prior months of PLP participation, SCO will continue to reduce the employee's salary up until the employee's designated PLP expiration date. Departments will be required to process adjustments to these payments to offset the reduced salary once the employee has completed his/her 18 months of participation in the PLP. SCO will issue further instructions in the near future.

Attached is a worksheet for PLC for movement between classes that were reduced and those that were not reduced during the 1991/92 salary reduction program. Departments should reproduce the worksheet to use to verify the the restored salaries of employees as of July 1, 1992. A separate worksheet should be used to calculate salaries for each separate appointment when a salary change occurred during the 1991/92 salary reduction period and an employee's salary may have been affected. Examples of various employee salary movements are provided to illustrate prior PLC and how to restore employee's salaries as of July 1, 1992 as if the 1991/92 salary reduction program had not occurred. When completing the worksheet and determining months of participation in the PLP, remember to include full months of leaves of absences and disability periods which count toward the 18 months of participation.

SCO has updated salaries for employees in classes designated Managerial and Supervisory who were eligible for a restored salary as of July 1, 1992. The attached worksheet should be used to audit the salaries and to determine the appropriate PLC for prior participation in the PLP. SCO will adjust salaries effective July 1, 1992, for those employees designated Excluded, E97, Confidential and Rank and File that received a salary other than the salary they would have received if the salary reduction program had not occurred. It was previously stated in Management Memo 92-78 that departments would be required to process the updated salaries for rank-and-file employees, however, SCO has agreed to process the updates in order to expedite the updating of employees' adjusted salary rates. Upon receipt of the PAR documents which will reflect a SAL transaction as of July 1, 1992, use the attached worksheet to audit the salaries and determine appropriate PLC for prior participation in the PLP.

DPA would like to thank the Department of Corrections' personnel staff for their participation in the preparation of this PLP update and their help with the development of the worksheet and examples provided.

DPA recognizes that there are many complexities with the administration of the PLP and realize that the PLP may generate an additional burden on personnel transactions staff. DPA will make every effort to assist departments in the administration of this program. To ensure accurate application of the PLP, we ask that departments send all questions in writing to the Personnel Services Branch (PSB) at DPA. You may fax your questions to (916) 327-0568. PSB regrets that due to the volume of telephone calls regarding the PLP, we are no longer able to respond to departments' telephone or PROFS inquiries. PSB will make every attempt to respond to your written questions within a two-week turnaround from the date received.


Mike Vargas, Manager
Classification and Compensation

Attachments



ADDITIONAL CLASSIFICATIONS EXEMPT FROM THE PLP

Disaster Worker Specialist Services

Agricultural Inspector I

Agricultural Inspector II

Agricultural Inspector III

Processing Fruit and Vegetable Instructor I (Seasonal)

Processing Fruit and Vegetable Instructor II (Seasonal)

Processing Fruit and Vegetable Instructor III (Seasonal)

Processing Fruit and Vegetable Instructor IV (Seasonal)

Pool Life Guard

DELETION OF PREVIOUSLY EXEMPT CLASS FROM THE PLP

Disaster Worker Clerical Services Various Disasters will be included in the PLP effective August 1, 1992.



**PERSONAL LEAVE PROGRAM (PLP)/PERSONAL LEAVE CREDIT (PLC) WORKSHEET
FOR MOVEMENTS BETWEEN MANAGERIAL, SUPERVISORY, E99, E98 AND RANK & FILE CLASSES
DURING THE 1991/92 SALARY REDUCTION PROGRAM**

Employee _____ SSN _____
 From Class/Code _____ / _____ CBID _____ To Class/Code _____ / _____ CBID _____
 Effective Date of Transaction _____ Transaction Code _____

Complete salary movement below showing what the SALARY MOVEMENT WOULD HAVE BEEN without the 1991/92 Salary Reduction Program versus the ACTUAL SALARY MOVEMENT.

SALARY MOVEMENT WOULD HAVE BEEN

From Class Salary (Alt Rg ____): MIN _____ MAX _____
 To Class Salary (Alt Rg ____): MIN _____ MAX _____
 % Differential Between Classes (+/-): _____
 Percentage Would Have Been (+/-): _____
 From Salary (Would Have Been) (Alt Rg ____): \$ _____
 To Salary (Would Have Been) (Alt Rg ____): \$ _____
 Anni Date (Would Have Been) (after ____ qpp): _____
 Retained/Accelerated Anni Salary: \$ _____

ACTUAL SALARY MOVEMENT

From Class Salary (Alt Rg ____): MIN _____ MAX _____
 To Class Salary (Alt Rg ____): MIN _____ MAX _____
 % Differential Between Classes (+/-): _____
 Percentage Received (+/-): _____
 From Salary (Actual) (Alt Rg ____): \$ _____
 To Salary (Actual) (Alt Rg ____): \$ _____
 Anni Date (Actual) (after ____ qpp): _____
 Retained/Accelerated Anni Salary: \$ _____

PLC CALCULATIONS

The employee's salary percentage loss or gain is determined as if the 1991/92 Salary Reduction Program had not occurred.

- STEP 1:** Complete Salary Would Have Been and Salary Actually Received for the appropriate pay periods below.
STEP 2: Calculate Percentage of Salary Gain or Loss by subtracting the lower salary from the higher salary; then divide by the lower salary.
STEP 3: Compare this percentage loss or gain with the "PLC for Salary Restoration Chart" below to determine PLC hours. (A percentage salary loss = a PLC Hours Gain; a percentage salary gain = a PLC Hours Loss.) NOTE: A salary gain could be the result of a retained or accelerated ANNI date.
STEP 4: Total PLC Hours Gain and PLC Hours Loss; subtract PLC Hours Loss from PLC Hours Gain.
STEP 5: Divide the PLC balance by 8 hours to determine the number of months to count toward the 18 months of participation. If the result does not equal a whole number, round to the nearest whole number. EXAMPLE: 2.49 = 2 months participation; 2.50 = 3 months participation.

Pay Periods	Salary Would Have Been	Salary Actually Received	Percentage of Salary		PLC Hours	
			Gain	Loss	Gain	Loss
Jul 1991 (M/E99)	\$	\$	%	%		
Aug	\$	\$	%	%		
Sep	\$	\$	%	%		
Oct (S/E98)	\$	\$	%	%		
Nov	\$	\$	%	%		
Dec	\$	\$	%	%		
Jan 1992	\$	\$	%	%		
Feb	\$	\$	%	%		
Mar	\$	\$	%	%		
Apr	\$	\$	%	%		
May	\$	\$	%	%		
Jun	\$	\$	%	%		
Jul (SALARY RESTORED)	\$	\$				
			TOTALS			

PLC Hours Gain (____) minus PLC Hours Loss (____) = PLC Hours; PLC Hours (____) divided by 8 = PLP participation credit (____)* rounded to ____ months.

*Remember to include full months on leave of absence and disability in determining number of PLP participation months.

EMPLOYEE SHOULD BE CREDITED WITH ____ HOURS OF PLC, PLUS ____ HOURS OF PLC FOR HEALTH BENEFITS BONUS, AND HAS ____ MONTHS TOWARD THE 18 MONTHS PARTICIPATION IN THE PLP. THESE CREDITS ARE AVAILABLE AS OF _____.

PERSONAL LEAVE CREDIT FOR SALARY RESTORATION CHART

1.0 - 1.4 = 1 Hour	3.0 - 3.4 = 5 Hours
1.5 - 1.9 = 2 Hours	3.5 - 3.9 = 6 Hours
2.0 - 2.4 = 3 Hours	4.0 - 4.4 = 7 Hours
2.5 - 2.9 = 4 Hours	4.5 - More = 8 Hours



**PERSONAL LEAVE PROGRAM (PLP)/PERSONAL LEAVE CREDIT (PLC) WORKSHEET
FOR MOVEMENTS BETWEEN MANAGERIAL, SUPERVISORY, E99, E98 AND RANK & FILE CLASSES
DURING THE 1991/92 SALARY REDUCTION PROGRAM**

Employee # 1 SSN 000-00-0000
 Class/Code Correctional Couns III / 9902 CBID 506 To Class/Code Prog Admin, CI 19646 CBID M06
 Effective Date of Transaction 9/30/91 Transaction Code A01

Complete salary movement below showing what the SALARY MOVEMENT WOULD HAVE BEEN without the 1991/92 Salary Reduction Program versus the ACTUAL SALARY MOVEMENT.

SALARY MOVEMENT WOULD HAVE BEEN

From Class Salary (Alt Rg NA): MIN 4323 MAX 5254
 To Class Salary (Alt Rg NA): MIN 4991 MAX 5503
 % Differential Between Classes (+/-): + 4.7
 Percentage Would Have Been (+/-): + 4.7
 From Salary (Would Have Been) (Alt Rg NA): \$ 4926
 To Salary (Would Have Been) (Alt Rg NA): \$ 5158
 Anni Date (Would Have Been) (after 12 qpp): 10/92
 Retained/Accelerated Anni Salary: \$ N/A

ACTUAL SALARY MOVEMENT

From Class Salary (Alt Rg NA): MIN 4323 MAX 5254
 To Class Salary (Alt Rg NA): MIN 4753 MAX 5241
 % Differential Between Classes (+/-): - .3
 Percentage Received (+/-): - 0 -
 From Salary (Actual) (Alt Rg NA): \$ 4926
 To Salary (Actual) (Alt Rg NA): \$ 4926
 Anni Date (Actual) (after RETAIN qpp): 12/91
 Retained/Accelerated Anni Salary: \$ 5172

PLC CALCULATIONS

The employee's salary percentage loss or gain is determined as if the 1991/92 Salary Reduction Program had not occurred.

- STEP 1:** Complete Salary Would Have Been and Salary Actually Received for the appropriate pay periods below.
- STEP 2:** Calculate Percentage of Salary Gain or Loss by subtracting the lower salary from the higher salary; then divide by the lower salary.
- STEP 3:** Compare this percentage loss or gain with the "PLC for Salary Restoration Chart" below to determine PLC hours. (A percentage salary loss = a PLC Hours Gain; a percentage salary gain = a PLC Hours Loss.) NOTE: A salary gain could be the result of a retained or accelerated ANNI date.
- STEP 4:** Total PLC Hours Gain and PLC Hours Loss; subtract PLC Hours Loss from PLC Hours Gain.
- STEP 5:** Divide the PLC balance by 8 hours to determine the number of months to count toward the 18 months of participation. If the result does not equal a whole number, round to the nearest whole number. EXAMPLE: 2.49 = 2 months participation; 2.50 = 3 months participation.

Pay Periods	Salary Would Have Been	Salary Actually Received	Percentage of Salary		PLC Hours	
			Gain	Loss	Gain	Loss
Jul 1991 (M/E99)	\$	\$	%	%		
Aug	\$	\$	%	%		
Sep	\$ 5158	\$ 4926	%	4.7 %	8	
Oct (S/E98)	\$ 5158	\$ 4926	%	4.7 %	8	
Nov	\$ 5158	\$ 4926	%	4.7 %	8	
Dec	\$ 5158	\$ 5172	.3 %	%		- 0 -
Jan 1992	\$ 5158	\$ 5172	.3 %	%		- 0 -
Feb	\$ 5158	\$ 5172	.3 %	%		- 0 -
Mar	\$ 5158	\$ 5172	.3 %	%		- 0 -
Apr	\$ 5158	\$ 5172	.3 %	%		- 0 -
May	\$ 5158	\$ 5172	.3 %	%		- 0 -
Jun	\$ 5158	\$ 5172	.3 %	%		- 0 -
Jul (SALARY RESTORED)	\$ 5158					
TOTALS					24	- 0 -

PLC Hours Gain (24) minus PLC Hours Loss (- 0 -) = PLC Hours; PLC Hours (24) divided by 8 = PLP participation credit (3.0)^{*} rounded to 3 months.
^{*}Remember to include full months on leave of absence and disability in determining number of PLP participation months.
 EMPLOYEE SHOULD BE CREDITED WITH 24 HOURS OF PLC, PLUS 8 HOURS OF PLC FOR HEALTH BENEFITS BONUS, AND HAS 3 MONTHS TOWARD THE 18 MONTHS PARTICIPATION IN THE PLP. THESE CREDITS ARE AVAILABLE AS OF 7/1/92.

PERSONAL LEAVE CREDIT FOR SALARY RESTORATION CHART

- | | |
|---------------------|----------------------|
| 1.0 - 1.4 = 1 Hour | 3.0 - 3.4 = 5 Hours |
| 1.5 - 1.9 = 2 Hours | 3.5 - 3.9 = 6 Hours |
| 2.0 - 2.4 = 3 Hours | 4.0 - 4.4 = 7 Hours |
| 2.5 - 2.9 = 4 Hours | 4.5 - More = 8 Hours |



**PERSONAL LEAVE PROGRAM (PLP)/PERSONAL LEAVE CREDIT (PLC) WORKSHEET
FOR MOVEMENTS BETWEEN MANAGERIAL, SUPERVISORY, E99, E98 AND RANK & FILE CLASSES
DURING THE 1991/92 SALARY REDUCTION PROGRAM**

Employee #2 SSN 000-00-0000
 From Class/Code Hlth Prog Sp I 18338 CBID R01 To Class/Code Hlth Prog Mgr III 8428 CBID 501
 Effective Date of Transaction 10/8/91 Transaction Code A01

Complete salary movement below showing what the SALARY MOVEMENT WOULD HAVE BEEN without the 1991/92 Salary Reduction Program versus the ACTUAL SALARY MOVEMENT.

SALARY MOVEMENT WOULD HAVE BEEN

From Class Salary (Alt Rg NA): MIN 3486 MAX 4205
 To Class Salary (Alt Rg NA): MIN 3827 MAX 4618
 % Differential Between Classes (+/-): +9.8
 Percentage Would Have Been (+/-): +5.0
 From Salary (Would Have Been) (Alt Rg NA): \$ 4205
 To Salary (Would Have Been) (Alt Rg NA): \$ 4415
 Anni Date (Would Have Been) (after 12 qpp): 10/92
 Retained/Accelerated Anni Salary: \$ N/A

ACTUAL SALARY MOVEMENT

From Class Salary (Alt Rg NA): MIN 3486 MAX 4205
 To Class Salary (Alt Rg NA): MIN 3645 MAX 4398
 % Differential Between Classes (+/-): +4.6
 Percentage Received (+/-): +4.6
 From Salary (Actual) (Alt Rg NA): \$ 4205
 To Salary (Actual) (Alt Rg NA): \$ 4398
 Anni Date (Actual) (after 12 qpp): 10/92
 Retained/Accelerated Anni Salary: \$ N/A

PLC CALCULATIONS

The employee's salary percentage loss or gain is determined as if the 1991/92 Salary Reduction Program had not occurred.

- STEP 1:** Complete Salary Would Have Been and Salary Actually Received for the appropriate pay periods below.
- STEP 2:** Calculate Percentage of Salary Gain or Loss by subtracting the lower salary from the higher salary; then divide by the lower salary.
- STEP 3:** Compare this percentage loss or gain with the "PLC for Salary Restoration Chart" below to determine PLC hours. (A percentage loss = a PLC Hours Gain; a percentage salary gain = a PLC Hours Loss.) NOTE: A salary gain could be the result of a retained or accelerated ANNI date.
- STEP 4:** Total PLC Hours Gain and PLC Hours Loss; subtract PLC Hours Loss from PLC Hours Gain.
- STEP 5:** Divide the PLC balance by 8 hours to determine the number of months to count toward the 18 months of participation. If the result does not equal a whole number, round to the nearest whole number. EXAMPLE: 2.49 = 2 months participation; 2.50 = 3 months participation.

Pay Periods	Salary Would Have Been	Salary Actually Received	Percentage of Salary		PLC Hours	
			Gain	Loss	Gain	Loss
Jul 1991 (M/E99)	\$	\$	%	%		
Aug	\$	\$	%	%		
Sep	\$	\$	%	%		
Oct (S/E98)	\$ <u>4415</u>	\$ <u>4398</u>	%	<u>.4</u>	%	<u>-0-</u>
Nov	\$ <u>4415</u>	\$ <u>4398</u>	%	<u>.4</u>	%	<u>-0-</u>
Dec	\$ <u>4415</u>	\$ <u>4398</u>	%	<u>.4</u>	%	<u>-0-</u>
Jan 1992	\$ <u>4415</u>	\$ <u>4398</u>	%	<u>.4</u>	%	<u>-0-</u>
Feb	\$ <u>4415</u>	\$ <u>4398</u>	%	<u>.4</u>	%	<u>-0-</u>
Mar	\$ <u>4415</u>	\$ <u>4398</u>	%	<u>.4</u>	%	<u>-0-</u>
Apr	\$ <u>4415</u>	\$ <u>4398</u>	%	<u>.4</u>	%	<u>-0-</u>
May	\$ <u>4415</u>	\$ <u>4398</u>	%	<u>.4</u>	%	<u>-0-</u>
Jun	\$ <u>4415</u>	\$ <u>4398</u>	%	<u>.4</u>	%	<u>-0-</u>
Jul (SALARY RESTORED)	\$ <u>4415</u>				TOTALS	<u>-0-</u>

PLC Hours Gain (-0-) minus PLC Hours Loss (-0-) = PLC Hours; PLC Hours (-0-) divided by 8 = PLP participation credit (-0-) rounded to -0- months.
 *Remember to include full months on leave of absence and disability in determining number of PLP participation months.
 EMPLOYEE SHOULD BE CREDITED WITH -0- HOURS OF PLC, PLUS 8 HOURS OF PLC FOR HEALTH BENEFITS RONUS, AND HAS -0- MONTHS TOWARD THE 18 MONTHS PARTICIPATION IN THE PLP. THESE CREDITS ARE AVAILABLE AS OF 7/1/92.

PERSONAL LEAVE CREDIT FOR SALARY RESTORATION CHART

- | | |
|---------------------|----------------------|
| 1.0 - 1.4 = 1 Hour | 3.0 - 3.4 = 5 Hours |
| 1.5 - 1.9 = 2 Hours | 3.5 - 3.9 = 6 Hours |
| 2.0 - 2.4 = 3 Hours | 4.0 - 4.4 = 7 Hours |
| 2.5 - 2.9 = 4 Hours | 4.5 - More = 8 Hours |



**PERSONAL LEAVE PROGRAM (PLP)/PERSONAL LEAVE CREDIT (PLC) WORKSHEET
FOR MOVEMENTS BETWEEN MANAGERIAL, SUPERVISORY, E99, E98 AND RANK & FILE CLASSES
DURING THE 1991/92 SALARY REDUCTION PROGRAM**

Employee # 3 SSN 111-00-2222
 From Class/Code Personnel Sup Sp I 1303 CBID ROI To Class/Code Personnel Sup Sp I 1305 CBID SOI
 Effective Date of Transaction 11/1/92 Transaction Code A01

Complete salary movement below showing what the SALARY MOVEMENT WOULD HAVE BEEN without the 1991/92 Salary Reduction Program versus the ACTUAL SALARY MOVEMENT.

SALARY MOVEMENT WOULD HAVE BEEN

From Class Salary (Alt Rg C): MIN 2128 MAX 2586
 To Class Salary (Alt Rg NA): MIN 2298 MAX 2794
 % Differential Between Classes (+/-): +8.0
 Percentage Would Have Been (+/-): +5.0
 From Salary (Would Have Been) (Alt Rg NA): \$ 2407
 To Salary (Would Have Been) (Alt Rg NA): \$ 2527
 Anni Date (Would Have Been) (after 12 qpp): 11/92
 Retained/Accelerated Anni Salary: \$ N/A

ACTUAL SALARY MOVEMENT

From Class Salary (Alt Rg C): MIN 2128 MAX 2586
 To Class Salary (Alt Rg NA): MIN 2189 MAX 2661
 % Differential Between Classes (+/-): +2.9
 Percentage Received (+/-): +2.9
 From Salary (Actual) (Alt Rg NA): \$ 2407
 To Salary (Actual) (Alt Rg NA): \$ 2477
 Anni Date (Actual) (after 7 qpp): 6/92
 Retained/Accelerated Anni Salary: \$ 2401

PLC CALCULATIONS

The employee's salary percentage loss or gain is determined as if the 1991/92 Salary Reduction Program had not occurred.

- STEP 1:** Complete Salary Would Have Been and Salary Actually Received for the appropriate pay periods below.
- STEP 2:** Calculate Percentage of Salary Gain or Loss by subtracting the lower salary from the higher salary; then divide by the lower salary.
- STEP 3:** Compare this percentage loss or gain with the "PLC for Salary Restoration Chart" below to determine PLC hours. (A percentage loss = a PLC Hours Gain; a percentage salary gain = a PLC Hours Loss.) NOTE: A salary gain could be the result of a retained or accelerated ANNI date.
- STEP 4:** Total PLC Hours Gain and PLC Hours Loss; subtract PLC Hours Loss from PLC Hours Gain.
- STEP 5:** Divide the PLC balance by 8 hours to determine the number of months to count toward the 18 months of participation. If the result does not equal a whole number, round to the nearest whole number. EXAMPLE: 2.49 = 2 months participation; 2.50 = 3 months participation.

Pay Periods	Salary Would Have Been	Salary Actually Received	Percentage of Salary		PLC Hours	
			Gain	Loss	Gain	Loss
Jul 1991 (M/E99)	\$	\$	%	%		
Aug	\$	\$	%	%		
Sep	\$	\$	%	%		
Oct (S/E98)	\$	\$	%	%		
Nov	\$ <u>2527</u>	\$ <u>2477</u>	%	<u>2.1</u>	%	<u>3</u>
Dec	\$ <u>2527</u>	\$ <u>2477</u>	%	<u>2.1</u>	%	<u>3</u>
Jan 1992	\$ <u>2527</u>	\$ <u>2477</u>	%	<u>2.1</u>	%	<u>3</u>
Feb	\$ <u>2527</u>	\$ <u>2477</u>	%	<u>2.1</u>	%	<u>3</u>
Mar	\$ <u>2527</u>	\$ <u>2477</u>	%	<u>2.1</u>	%	<u>3</u>
Apr	\$ <u>2527</u>	\$ <u>2477</u>	%	<u>2.1</u>	%	<u>3</u>
May	\$ <u>2527</u>	\$ <u>2477</u>	%	<u>2.1</u>	%	<u>3</u>
Jun	\$ <u>2527</u>	\$ <u>2601</u>	<u>.03</u>	%	%	<u>-0-</u>
Jul (SALARY RESTORED)	\$ <u>2527</u>				TOTALS	<u>21</u> <u>-0-</u>

PLC Hours Gain (21) minus PLC Hours Loss (-0-) = PLC Hours; PLC Hours (21) divided by 8 = PLP participation credit (2.5)^{*} rounded to 3 months.

^{*}Remember to include full months on leave of absence and disability in determining number of PLP participation months.

EMPLOYEE SHOULD BE CREDITED WITH 21 HOURS OF PLC, PLUS 8 HOURS OF PLC FOR HEALTH BENEFITS BONUS, AND HAS 3 MONTHS TOWARD THE 18 MONTHS PARTICIPATION IN THE PLP. THESE CREDITS ARE AVAILABLE AS OF 7/1/92.

PERSONAL LEAVE CREDIT FOR SALARY RESTORATION CHART

1.0 - 1.4 = 1 Hour	3.0 - 3.4 = 5 Hours
1.5 - 1.9 = 2 Hours	3.5 - 3.9 = 6 Hours
2.0 - 2.4 = 3 Hours	4.0 - 4.4 = 7 Hours
2.5 - 2.9 = 4 Hours	4.5 - More = 8 Hours



**PERSONAL LEAVE PROGRAM (PLP)/PERSONAL LEAVE CREDIT (PLC) WORKSHEET
FOR MOVEMENTS BETWEEN MANAGERIAL, SUPERVISORY, E99, E98 AND RANK & FILE CLASSES
DURING THE 1991/92 SALARY REDUCTION PROGRAM**

Employee # 4 SSN 000-00-0000
 Class/Code Labor Rel Analyst 19529 CBID E97 To Class/Code Labor Rel Sp 19535 CBID E98
 Effective Date of Transaction 11/10/91 Transaction Code A01

Complete salary movement below showing what the SALARY MOVEMENT WOULD HAVE BEEN without the 1991/92 Salary Reduction Program versus the ACTUAL SALARY MOVEMENT.

SALARY MOVEMENT WOULD HAVE BEEN		ACTUAL SALARY MOVEMENT	
From Class Salary (All Rg <u>NA</u>): MIN <u>3171</u> MAX <u>3827</u>		From Class Salary (All Rg <u>NA</u>): MIN <u>3171</u> MAX <u>3827</u>	
To Class Salary (All Rg <u>NA</u>): MIN <u>31660</u> MAX <u>4415</u>		To Class Salary (All Rg <u>NA</u>): MIN <u>3486</u> MAX <u>4205</u>	
% Differential Between Classes (+/-): <u>+15.4</u>		% Differential Between Classes (+/-): <u>+9.9</u>	
Percentage Would Have Been (+/-): <u>+14.6 (to min)</u>		Percentage Received (+/-): <u>+9.1 (to min)</u>	
From Salary (Would Have Been) (All Rg <u>NA</u>): \$ <u>3194</u>		From Salary (Actual) (All Rg <u>NA</u>): \$ <u>3194</u>	
To Salary (Would Have Been) (All Rg <u>NA</u>): \$ <u>31660</u>		To Salary (Actual) (All Rg <u>NA</u>): \$ <u>3486</u>	
Anni Date (Would Have Been) (after <u>12</u> qpp): <u>11/92</u>		Anni Date (Actual) (after <u>12</u> qpp): <u>11/92</u>	
Retained/Accelerated Anni Salary: \$ <u>N/A</u>		Retained/Accelerated Anni Salary: \$ <u>N/A</u>	

PLC CALCULATIONS

The employee's salary percentage loss or gain is determined as if the 1991/92 Salary Reduction Program had not occurred.

- STEP 1:** Complete Salary Would Have Been and Salary Actually Received for the appropriate pay periods below.
STEP 2: Calculate Percentage of Salary Gain or Loss by subtracting the lower salary from the higher salary; then divide by the lower salary.
STEP 3: Compare this percentage loss or gain with the "PLC for Salary Restoration Chart" below to determine PLC hours. (A percentage salary loss = a PLC Hours Gain; a percentage salary gain = a PLC Hours Loss.) NOTE: A salary gain could be the result of a retained or accelerated ANNI date.
STEP 4: Total PLC Hours Gain and PLC Hours Loss; subtract PLC Hours Loss from PLC Hours Gain.
STEP 5: Divide the PLC balance by 8 hours to determine the number of months to count toward the 18 months of participation. If the result does not equal a whole number, round to the nearest whole number. EXAMPLE: 2.49 = 2 months participation; 2.50 = 3 months participation.

Pay Periods	Salary Would Have Been	Salary Actually Received	Percentage of Salary		PLC Hours	
			Gain	Loss	Gain	Loss
Jul 1991 (M/E99)	\$	\$	%	%		
Aug	\$	\$	%	%		
Sep	\$	\$	%	%		
Oct (S/E98)	\$	\$	%	%		
Nov	\$ <u>31660</u>	\$ <u>3486</u>	%	<u>5.5</u>	<u>8</u>	
Dec	\$ <u>31660</u>	\$ <u>3486</u>	%	<u>5.5</u>	<u>8</u>	
Jan 1992	\$ <u>31660</u>	\$ <u>3486</u>	%	<u>5.5</u>	<u>8</u>	
Feb	\$ <u>31660</u>	\$ <u>3486</u>	%	<u>5.5</u>	<u>8</u>	
Mar	\$ <u>31660</u>	\$ <u>3486</u>	%	<u>5.5</u>	<u>8</u>	
Apr	\$ <u>31660</u>	\$ <u>3486</u>	%	<u>5.5</u>	<u>8</u>	
May	\$ <u>31660</u>	\$ <u>3486</u>	%	<u>5.5</u>	<u>8</u>	
Jun	\$ <u>31660</u>	\$ <u>3486</u>	%	<u>5.5</u>	<u>8</u>	
Jul (SALARY RESTORED)	\$ <u>31660</u>					
			TOTALS		<u>64</u>	<u>-0-</u>

PLC Hours Gain (64) minus PLC Hours Loss (-0-) = PLC Hours; PLC Hours (64) divided by 8 = PLP participation credit (8.0)^{*} rounded to 8 months.

*Remember to include full months on leave of absence and disability in determining number of PLP participation months.

EMPLOYEE SHOULD BE CREDITED WITH 64 HOURS OF PLC, PLUS 8 HOURS OF PLC FOR HEALTH BENEFITS BONUS, AND HAS 8 MONTHS TOWARD THE 18 MONTHS PARTICIPATION IN THE PLP. THESE CREDITS ARE AVAILABLE AS OF 7/1/92.

PERSONAL LEAVE CREDIT FOR SALARY RESTORATION CHART

1.0 - 1.4 = 1 Hour	3.0 - 3.4 = 5 Hours
1.5 - 1.9 = 2 Hours	3.5 - 3.9 = 6 Hours
2.0 - 2.4 = 3 Hours	4.0 - 4.4 = 7 Hours
2.5 - 2.9 = 4 Hours	4.5 - More = 8 Hours



**PERSONAL LEAVE PROGRAM (PLP)/PERSONAL LEAVE CREDIT (PLC) WORKSHEET
FOR MOVEMENTS BETWEEN MANAGERIAL, SUPERVISORY, E99, E98 AND RANK & FILE CLASSES
DURING THE 1991/92 SALARY REDUCTION PROGRAM**

Employee # 5 SSN 001-00-0001
 Class/Code BUS SLS O II Sp 14970 CBID RO1 To Class/Code Proc SLS OFI/PE 47160 CBID 501
 Effective Date of Transaction 11/1/91 Transaction Code A02

Complete salary movement below showing what the SALARY MOVEMENT WOULD HAVE BEEN without the 1991/92 Salary Reduction Program versus the ACTUAL SALARY MOVEMENT.

SALARY MOVEMENT WOULD HAVE BEEN

From Class Salary (Alt Rg NA): MIN 2891 MAX 34816
 To Class Salary (Alt Rg NA): MIN 3036 MAX 31660
 % Differential Between Classes (+/-): +5.0
 Percentage Would Have Been (+/-): +5.0
 From Salary (Would Have Been) (Alt Rg NA): \$ 2989
 To Salary (Would Have Been) (Alt Rg NA): \$ 3138
 Anni Date (Would Have Been) (after 12 app): 11/92
 Retained/Accelerated Anni Salary: \$ N/A

ACTUAL SALARY MOVEMENT

From Class Salary (Alt Rg NA): MIN 2891 MAX 34816
 To Class Salary (Alt Rg NA): MIN 2891 MAX 34816
 % Differential Between Classes (+/-): -0-
 Percentage Received (+/-): -0-
 From Salary (Actual) (Alt Rg NA): \$ 2989
 To Salary (Actual) (Alt Rg NA): \$ 2989
 Anni Date (Actual) (after Retain app): 4/92 *
 Retained/Accelerated Anni Salary: \$ 4/92 *

PLC CALCULATIONS

The employee's salary percentage loss or gain is determined as if the 1991/92 Salary Reduction Program had not occurred.

- STEP 1:** Complete Salary Would Have Been and Salary Actually Received for the appropriate pay periods below.
STEP 2: Calculate Percentage of Salary Gain or Loss by subtracting the lower salary from the higher salary; then divide by the lower salary.
STEP 3: Compare this percentage loss or gain with the "PLC for Salary Restoration Chart" below to determine PLC hours. (A percentage salary loss = a PLC Hours Gain; a percentage salary gain = a PLC Hours Loss.) NOTE: A salary gain could be the result of a retained or accelerated ANNI date.
STEP 4: Total PLC Hours Gain and PLC Hours Loss; subtract PLC Hours Loss from PLC Hours Gain.
STEP 5: Divide the PLC balance by 8 hours to determine the number of months to count toward the 18 months of participation. If the result does not equal a whole number, round to the nearest whole number. EXAMPLE: 2.49 = 2 months participation; 2.50 = 3 months participation.

Pay Periods	Salary Would Have Been	Salary Actually Received	Percentage of Salary		PLC Hours	
			Gain	Loss	Gain	Loss
Jul 1991 (M/E99)	\$	\$	%	%		
Aug	\$	\$	%	%		
Sep	\$	\$	%	%		
Oct (S/E98)	\$	\$	%	%		
Nov	\$ 3138	\$ 2989	%	5 %	8	
Dec LOA 12/1/91	\$ - 1/15/92	\$	%	* %	-0-	
Jan 1992 app	\$ 1737.96 (12 days)	\$ 1455.40 (12 days)	%	5 %	8	
Feb	\$ 3138	\$ 2989	%	5 %	8	
Mar	\$ 3138	\$ 2989	%	5 %	8	
Apr	\$ 3138	\$ 2989*	%	5 %	8	
May	\$ 3138	\$ 3138	%	-0-	-0-	
Jun	\$ 3138	\$ 3138	%	-0-	-0-	
Jul (SALARY RESTORED)	\$	\$				
			TOTALS		40	-0-

PLC Hours Gain (40) minus PLC Hours Loss (-0-) = PLC Hours; PLC Hours (40) divided by 8 = PLP participation credit (5*) * rounded to 5 months.
 *Remember to include full months on leave of absence and disability in determining number of PLP participation months.
 EMPLOYEE SHOULD BE CREDITED WITH 40 HOURS OF PLC, PLUS 8 HOURS OF PLC FOR HEALTH BENEFITS BONUS, AND HAS 6* MONTHS TO REACH THE 18 MONTHS PARTICIPATION IN THE PLP. THESE CREDITS ARE AVAILABLE AS OF 7/1/92.

PERSONAL LEAVE CREDIT FOR SALARY RESTORATION CHART

Anniv date extended to 5/92 due to LOA.	1.0 - 1.4 = 1 Hour	3.0 - 3.4 = 5 Hours
	1.5 - 1.9 = 2 Hours	3.5 - 3.9 = 6 Hours
	2.0 - 2.4 = 3 Hours	4.0 - 4.4 = 7 Hours
	2.5 - 2.9 = 4 Hours	4.5 - More = 8 Hours

