

State of California

MEMORANDUM

Date: April 2, 1993
Reference Code: 93-24

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers/Personnel Services Supervisors
Labor Relations Officers

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Personal Leave Program (PLP)

This memorandum is to provide further provisions regarding the PLP, to clarify existing provisions and in some instances amend existing provisions.

To date, all excluded and rank-and-file classes are participating in the PLP with the exception of Bargaining Unit 14 and various seasonal type classes. The following is a breakdown of effective dates, personal leave earnings and periods of personal leave participation:

<u>Bargaining Unit</u>	<u>Effective Date</u>	<u>Personal Leave Earnings</u>	<u>Period of Participation</u>
Excluded employees; Bargaining Units 01, 04, 05, 07, 10, 12, 13, 15, 16, 17, 18, 19, 20 and 21	7/1/92	8 hours	18 months or until December 31, 1993, whichever is sooner
Bargaining Unit 08	7/1/92	8 hours PL reduction	18 months or until December 31, 1993, whichever is sooner
		3 hours vaca- tion credit in lieu of PLC	Expiration of Unit 08 contract as of June 30, 1995
Bargaining Unit 11	8/1/92	8 hours	18 months or until January 31, 1994, whichever is sooner
Bargaining Unit 06	9/1/92	8 hours	18 months or until March 1, 1994, whichever is sooner
Bargaining Units 02 and 09	9/1/92	9 hours	16 months or until December 31, 1993, whichever is sooner
Bargaining Unit 03	11/1/92	10.3 hours	14 months or until December 31, 1993, whichever is sooner
Bargaining Unit 03: (10/12 Pay Plan Employees)	11/1/92	8.6 hours	14 months or until December 31, 1993, whichever is sooner



The following represents Bargaining Units' 2 and 9 hourly personal leave participation for full-time, fractional, intermittent and semimonthly time-based employees:

Units 02 and 09

<u>Time Base</u>	<u>Pay Frequency</u>	<u>Pay Reduction Hours/ Personal Leave Credits (PLC)</u>	
Full Time	Monthly	9 hours per pay period	
Full Time	Semimonthly	4.5 hours per pay period	
Fractional	Monthly	Prorated based on 9 hours per pay period with the resulting hours truncated to the hundredths	
Fractional	Semimonthly	Prorated based on 4.5 hours per pay period with the resulting hours truncated to the hundredths	
		<u>Hours Worked</u>	<u>PLC</u>
Intermittent	Monthly	0.00 - 10.99	0.0
		11.00 - 31.99	1.0
		32.00 - 48.99	2.0
		49.00 - 65.99	3.0
		66.00 - 82.99	4.0
		83.00 - 99.99	5.0
		100.00 - 116.99	6.0
		117.00 - 133.99	7.0
		134.00 - 150.99	8.0
		151.00 or over	9.0
Intermittent	Semimonthly	0.00 - 5.49	0.0
		5.50 - 15.99	0.5
		16.00 - 24.49	1.0
		24.50 - 32.99	1.5
		33.00 - 41.49	2.0
		41.50 - 49.99	2.5
		50.00 - 58.49	3.0
		58.90 - 66.99	3.5
		67.00 - 75.49	4.0
		75.50 or over	4.5

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The following represents Bargaining Unit's 3 hourly personal leave participation for full-time, fractional, intermittent, semimonthly and 10/12 time-based employees:

Unit 3

<u>Time Base</u>	<u>Pay Frequency</u>	<u>Pay Reduction Hours/PLC</u>	
Full Time	Monthly	10.3 hours per pay period	
Full Time	Semimonthly	05.15 hours per pay period	
Fractional	Monthly	Prorated based on 10.3 hours per pay period with the resulting hours truncated to the hundredths	
Fractional	Semimonthly	Prorated based on 5.15 hours per pay period with the resulting hours truncated to the hundredths	
		<u>Hours Worked</u>	<u>PLC</u>
Intermittent	Monthly	0.00 - 15.99	0.0
		16.00 - 30.99	1.0
		31.00 - 45.99	2.0
		46.00 - 60.99	3.0
		61.00 - 75.99	4.0
		76.00 - 90.99	5.0
		91.00 - 105.99	6.0
		106.00 - 120.99	7.0
		121.00 - 135.99	8.0
		136.00 - 150.99	9.0
		151.00 or over	10.3
Intermittent	Semimonthly	0.00 - 7.99	0.0
		8.00 - 15.49	0.5
		15.50 - 22.99	1.0
		23.00 - 30.49	1.5
		30.50 - 37.99	2.0
		38.00 - 45.49	2.5
		45.50 - 52.99	3.0
		53.00 - 60.49	3.5
		60.50 - 67.99	4.0
		68.00 - 75.49	4.5
		75.50 or over	5.2

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The minimum time to pay requirement for Unit 3 employees differs from other bargaining employees subject to the PLP. Unit 3 employees with regular payments greater than one day, 7.99 hours (full time) or 15.99 hours (intermittent) for monthly paid employees or 7.99 hours for semimonthly paid employees will be subject to a pay reduction.

Unit 3 Employees Working 10/12 Pay Plan

<u>Time Base</u>	<u>Pay Frequency</u>	<u>Pay Reduction Hours/PLC</u>	
Full Time	Monthly	8.6 hours per pay period	
Fractional	Monthly	Prorated based on 8.6 hours per pay period with the resulting hours truncated to the hundredths	
		<u>Hours Worked</u>	<u>PLC</u>
Intermittent	Monthly	0.00 - 10.99	0.0
		11.00 - 30.99	1.0
		31.00 - 50.99	2.0
		51.00 - 70.99	3.0
		71.00 - 90.99	4.0
		91.00 - 110.99	5.0
		111.00 - 130.99	6.0
		131.00 - 150.99	7.0
		151.00 or over	8.6
Intermittent	Semimonthly	0.00 - 5.49	0.0
		5.50 - 5.49	0.5
		15.50 - 25.49	1.0
		25.50 - 35.49	1.5
		35.50 - 45.49	2.0
		45.50 - 55.49	2.5
		55.50 - 65.49	3.0
		65.50 - 75.49	3.5
		75.50 or over	4.3

ADDITIONAL PERSONAL LEAVE PROVISIONS AND CLARIFICATION OF EXISTING PROVISIONS

- During a pay period in which an employee receives a disability benefit, whether the disability is industrial or nonindustrial, if an employee does not work any hours or works less than the minimum pay requirement for personal leave participation, the employee is not subject to a pay reduction and the employee shall not receive personal leave credit for the pay period. The pay period shall, however, count toward the employee's required months of participation in the PLP.
- When an employee moves to another classification between bargaining units, their participation in the PLP shall be based on the bargaining unit of the classification the employee moves to.

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The following are examples of employee movements and the effect on their personal leave participation:

1. Excluded (supervisory) employee that transfers to Bargaining Unit 2 effective July 1, 1992. The employee, as an excluded employee, received a five percent pay reduction effective October 11, 1991, and the employee's salary was then restored effective July 1, 1992. Unit's 2 effective date for PLP is as of September 1992 for 16 months with nine hours of personal leave reduction and credit each pay period.

Prepare the PLP worksheet as provided in the Department of Personnel Administration (DPA) MM 92-101. July 1, 1992 calculations based on the completion of the worksheet gives this employee 72 hours of personal leave credits, plus eight hours personal leave credit for the Health Benefit bonus, and nine months toward the designated participation period. As a rank-and-file employee in Unit 2, the employee did not lose any salary as a result of the PLP for the July and August 1992 pay periods; therefore, no participation credit of personal leave is earned. PLP participation was effective with the September 1992 pay period; therefore, the employee shall have a pay reduction for nine hours per pay period. The employee, as a Unit 2 employee, is only required to participate for 16 months. The employee need only receive a pay reduction through the March 1993 pay period.

2. A Bargaining Unit 3 employee moves to Bargaining Unit 6 effective November 1, 1993. The effective date for the PLP for Unit 3 is as of November 1992 for 14 months or until December 31, 1993, whichever is sooner. The effective date for the PLP for Unit 6 is as of September 1992 for 18 months or until March 1, 1994, whichever is sooner.

The employee, as a Unit 3 employee, would participate from November 1992, with a pay reduction of 10.3 hours per pay period, through October 1993, with a total of 12 months and 123.6 hours of personal leave participation. As of November 1, 1993, the employee shall have a pay reduction of eight hours per pay period through January 31, 1994, with a total of 147.6 hours of personal leave participation. In no instance shall the employee participate in the PLP for more than 144 hours; therefore, the employee's participation will end as of January 31, 1994, and shall be reimbursed for 3.6 hours, the hours in excess of 144. The eight hours credited to employees for the Health Benefit bonus is not included in the calculation of the 144 hours.

During the Salary Reduction Program (SRP), if an employee would have otherwise been eligible for movement to a higher alternate range, departments may process a SAL transaction effective July 1, 1992. The employee may receive credit for pay periods prior to July 1, 1992 towards their next MSA date. Prior months, however, will not be credited towards any subsequent alternate range movements (per State Personnel Board ruling).

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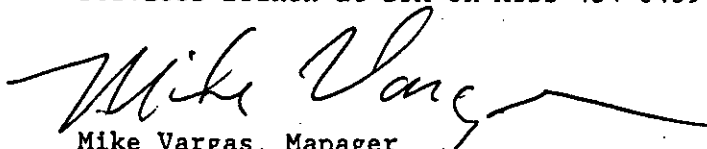
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- . If an employee separated from State service during the SRP and reinstates to State service during the PLP, the employee may receive credit for those months the employee received a salary reduction prior to their separation from State service. NOTE: This is a change in policy provided in DPA MM 92-101.
- . A permanent separation from State service shall not qualify towards months of personal leave participation. An example would be an employee who separates from State service during the PLP and then subsequently reinstates prior to the conclusion of the PLP. The period of separation shall not count towards the qualifying months of participation in the PLP.
- . The issue of an employee who separated from State service prior to the SRP as of July 1, 1991 for Managers and October 1, 1991 for Supervisors who had lump sum vacation that extended them through the SRP and the issue whether the lump sum vacation should have been reduced based on the SRP is pending in litigation. Those departments that have set up accounts receivable should holdup on recovery until the lawsuit is resolved. DPA will issue notification to departments on the outcome of the pending suit.
- . An employee who separated from State service prior to the PLP as of July 1, 1992, and were designated Managerial or Supervisory and were participating in the SRP as of July 1, 1992, their salaries were restored pursuant to DPA Pay Letter 92-19; therefore, any lump sum vacation which extended them beyond July 1, 1992, shall be based on the restored higher salary rate.
- . An addendum to Bargaining Unit's 6 contract for personal leave amended the participation in the PLP for full-time Firefighters, Correctional Institution, who are working a 216-hour in a 28-day pay period under a 7K exemption pursuant to the FLSA. Each such firefighter shall receive a salary reduction and accrual of 10 hours of personal leave effective September 1, 1992 for 18 months or until March 1, 1994, whichever is sooner.

All questions regarding the PLP should be directed to your designated DPA liaison within your department, typically the Personnel Transactions Supervisor of your department. For those departments that have field personnel staff, all questions should be directed to your headquarters Personnel Transactions Supervisory liaison. If the designated departmental liaison has any questions regarding this memorandum, they may contact the Personnel Services Branch at DPA on ATSS 454-0439 or 324-0439.


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Classification and Compensation

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