

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: December 28, 1995
REFERENCE CODE: 95-058

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Annual Leave Program

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This memorandum is to further clarify the Annual Leave Program (ALP) as addressed in Personnel Management Liaison (PML), Memorandum 95-049, dated November 17, 1995.

Effective November 1, 1995, employees newly appointed to a class with a designation which is excluded from the definition of State employee under Government Code Section 3513 (c) shall be mandatorily enrolled in the ALP pursuant to Department of Personnel Administration (DPA) Rule 599.752 (b). This new requirement applies to any employee who as of November 1, 1995, and thereafter, is appointed, promoted or transferred into a position that is excluded from collective bargaining from a position that is covered by a collective bargaining agreement and is currently not in an ALP. Employees who as of November 1, 1995, are in an excluded position and promote or transfer to another excluded position are not required to participate in the ALP upon promotion or transfer.

To further clarify eligibility for limited-term or temporary appointments, the ALP is mandatory for an employee who is appointed to a limited-term or temporary appointment excluded from collective bargaining for more than six months in duration. Participation is discretionary for limited-term and temporary appointments for less than six months in duration. Any exceptions to this policy must be directed to the Personnel Services Branch at DPA with specific departmental needs.

If you have any questions regarding this memorandum, you may call Clarice Baker at (916) 324-0439, CALNET 454-0439.


Mike Vargas
Section Manager

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