

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: August 28, 1996
REFERENCE CODE: 96-043

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Annual Leave Program

CONTACT: Jerri Judd
Classification and Compensation Division
(916) 324-0439 or Calnet 454-0439
Office Vision: DPA(JLJUDD)
Internet: JLJUDD@SMTP.DPA.CA.GOV

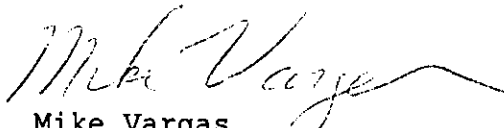
This memorandum supersedes Department of Personnel Administration's (DPA) Personnel Management Liaison Memorandum (PML) 95-049, dated November 17, 1995 and PML 95-058, dated December 28, 1995 which provided guidelines of the Annual Leave Program for Excluded employees as of November 1, 1995. This memorandum specifically supersedes the provisions of mandatory eligibility for limited-term or temporary appointments, and employees designated Confidential.

Upon further review of the mandatory provision of the Annual Leave Program, existing policy has been revised to provide that employees appointed on a limited-term or temporary appointment, regardless of the length of the appointment, will be allowed the discretion of voluntary participation into the Program.

In addition, employees that are appointed to a position designated Confidential will also be allowed the discretion of voluntary participation into the Annual Leave Program.

Any employee as defined above that was mandatorily placed in the Annual Leave Program as of November 1, 1995, may now elect to opt out of the Program as of the effective date of this memorandum and have their leave credits adjusted accordingly.

If you have any questions regarding these changes to the Annual Leave Program, please contact your designated departmental Personnel Services Specialist within the Classification and Compensation Division at DPA.


Mike Vargas
Program Manager

