

MEMORANDUM

DATE: February 10, 1997

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 97-005

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Labor Relations Officers

FROM: Department of Personnel Administration
Policy Development Office

SUBJECT: Personnel Leave Program Buyback
Managers and Supervisors

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Management Memo 96-27 provides State departments with the discretion of buying back Personal Leave Program (PLP) credits from employees, subject to conditions specified in the memo. It has recently been brought to our attention that some departments have encouraged their managers and supervisors to exhaust their PLP leave while maintaining annual leave and vacation balances in excess of the limit authorized in regulation. This has resulted in some managers and supervisors being unable to participate in the PLP "buyback" program, while at the same time, being required by Department of Personnel Administration (DPA) Memo dated July 25, 1996 to exhaust all "excess" vacation and annual leave as soon as possible but no later than December 31, 1998. To provide for equitable treatment on the PLP buyback while continuing to encourage the reduction of excessive leave, this memo provides departments with an option for managers and supervisors¹ to substitute excess vacation/annual leave for PLP credits under certain conditions. Departments may or may not provide for the substitution and must first decide if they will participate in the buyback program and second, if their budget and conditions allow them to provide for the substitution. Departments can participate in the buyback program without providing for the substitution option. Once a determination is made to allow for the substitution, the following provisions and criteria apply:

¹ This option applies only to current managers and supervisors or employees receiving supervisory or managerial benefits as indicated by the following collective bargaining identifier (CBID) codes: E99,E79,E98,E78,E68,E77,E67,MO1-21,E59,SO1-21,E58,E48,E01-21.

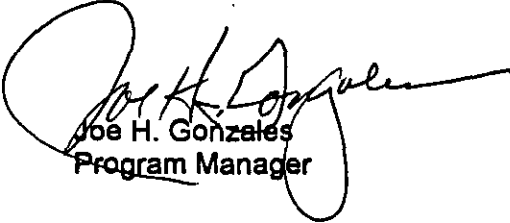
1. **Managers and supervisors who have exhausted their PLP credits by taking time off and who are above the regulatory cap for vacation or annual leave, may request a substitution of excess leave to replace used PLP leave for the sole purpose of participating in the PLP buyback program. Departments will decide on the number of hours/days they will allow for the substitution. However this amount can not exceed the number of hours/days approved or allowed by each department for all other employees. For example, if a department decides to allow up to three days of PLP buyback, a designated manager or supervisor who has totally exhausted his/her PLP credits may request to substitute three days of leave exceeding the regulatory cap in lieu of three days of PLP for the sole purpose of participating in the buyback program. In another example, if the individual has one day of PLP, he/she can request to substitute two days of leave exceeding the regulatory cap to provide for a total of three days buyback.**
2. **Once a department has decided to allow for the substitution option, each manager and supervisor must be given the same opportunity to substitute excessive leave for PLP credits. Departments may not offer the substitution to some managers and/or supervisors and not others.**
3. **Managers and supervisors who have already participated in or were provided the option of participating in the Personal Leave Cash Out Program (at any level) offered as a result of Management Memo 92-24 (July 28, 1992) or subsequent memos will not be allowed to substitute excess leave for PLP.**
4. **Departments who allow for the substitution option, will be required to maintain the following records for each manager or supervisor who elects to substitute excess vacation or annual leave.**
 - **Manager or supervisor's annual leave/vacation hours at time of substitution.**
 - **Number of hours substituted and date of substitution.**

Departments who are on the State Controller's Office (SCO) Leave Accounting System will receive instructions from SCO as to the proper coding procedure for the substitution.

5. **As noted in Management Memo 96-27, departments are required to report PLP buyback to DPA. Please include in this report:**
 - **Number of PLP buyback hours offered to each employee.**
 - **Number of employees participating in PLP buyback.**
 - **Total number and cost of PLP hours cashed out .**
 - **If applicable, total hours of excessive leave substituted for PLP.**

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Employees with questions should contact their departmental personnel office. Personnel offices should address questions to Jerri Judd at (916) 324-0439, CALNET 454-0439.



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