

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** August 3, 2004
REFERENCE CODE: 2004-036

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Labor Relations Officers

FROM: **Department of Personnel Administration**
 Labor Relations Division

SUBJECT: Personal Leave Program and Voluntary Personal Leave
 Program - Bargaining Units 8, 16, 17, and 19

CONTACT: Personnel Services Branch
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The mandatory Personal Leave Program (PLP) terminates effective June 30, 2004, for employees in Bargaining Units (BU) 8, 16, 17, and 19. Employees in BUs 8, 16, and 19 will realize a 5% increase in salary. Effective June 30, 2004, the retirement relief ends for employees in BU 17; therefore, effective July 1, 2004, the 5% will be offset by the employees' normal retirement deduction. Effective October 1, 2004, the retirement relief for employees in BUs 8, 16, and 19 will end and the 5% increase will then be offset by the employees' normal retirement reduction.

At the expiration of the mandatory PLP a voluntary PLP is available to employees. With the mandatory program ending, we expect some employees will want to continue participating in the voluntary PLP. To the extent your operational needs permit, we encourage you to allow voluntary participation in the PLP. Employees who elect to participate in the Voluntary Personal Leave Program (VPLP) shall notify their personnel office of their participation. Employees may make their selection by any method/process established by each department.

PML 2004-036
August 3, 2004
Page2

Employee participation in VPLP shall be consistent with the provisions of the memorandum of understanding and as described in Personnel Management Liaison (PML) memo 2003-046.

A Pay Letter will be issued establishing a VPLP Pay Differential for the above referenced BU employees. Use the State Controller's Office Personnel Letter #03-021 and Payroll Letter #03-023 for the VPLP employment history and payroll processing information/instructions. For departments participating in the California Leave Accounting System (CLAS), a Leave Accounting Letter will be issued for the VPLP procedures.

If personnel office staff has any questions regarding this memorandum, they may contact the Personnel Services Branch within the Policy and Operations Division at the above phone and e-mail address.

David Gilb
Chief of Labor Relations