

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** August 31, 2004
REFERENCE CODE: 2004-044

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

CONTACT: Personnel Services Branch
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The purpose of this memorandum is to provide further clarification on the Personal Leave Program (PLP) and the Voluntary Personal Leave Programs (VPLP).

Effective September 30, 2004, the mandatory PLP will end for rank-and-file employees in Bargaining Units (BU) R01, R04, R09, R10, R11, R14, R15, R20, and R21. Effective October 1, 2004, employees will realize a 5% pay increase and resume their normal employee retirement contribution.

Departments shall offer rank-and-file employees in the above BUs the opportunity to participate in the VPLP. Unlike the VPLP for excluded employees, participation in the VPLP is not subject to departmental discretion.

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.

Rank-and-File employees in BUs R16, R17, R19, and excluded employees who elect to participate in VPLP retroactive to July 1, 2004, must be informed this selection will generate an Accounts Receivable. The employee will be obligated to pay back the gross amount of the VPLP deduction and not the net amount as reflected in the PLP adjustment payment for the July 2004 pay period. Employees will be credited with the equivalent amount of VPLP credits for any retroactive payments.

Participation in the mandatory PLP will be based on the classification an employee moves to when transferring between classifications/BUs that have different PLP ending dates.

Example: If an employee in an excluded classification transfers to a BU 01 classification on August 1, 2004, the employee shall continue to participate in the mandatory PLP until September 30, 2004.

Departments may establish a cut-off date for receiving VPLP requests that is practical to ensure personnel transactions staff can process requests in a timely manner. Please refer to Attachment 1 for PLP and VPLP participation information. Attachment 2 is a sample "Request for VPLP" election form that may be provided to employees to elect participation in VPLP.

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

Attachments

PERSONAL LEAVE PROGRAM (PLP) AND VOLUNTARY PERSONAL LEAVE PROGRAM (VPLP)

← PLP PROGRAM →			← VPLP PROGRAM →				
	PLP?	Duration	VPLP?	Effective Date	Participation Discretion	Time Period Participation	Days of Participation
R01	Yes	10/01/03 to 09/30/04	Yes	10/01/04	Employee's	--	1 day
R02	No	--	No	--	--	--	--
R03	No	--	No	--	--	--	--
R04	Yes	10/01/03 to 09/30/04	Yes	10/01/04	Employee's	--	1 day
R05	Yes	07/01/03 to 12/31/04	Yes	01/01/05	Employee's	--	1 day
R06	No	--	No	--	--	--	--
R07	No	--	No	--	--	--	--
R08	Yes	07/01/03 (Extended)	Yes	Upon PLP Termination	Employee's	--	1 day
R09	Yes	10/01/03 to 09/30/04	Yes	10/01/04	Employee's	--	1 day
R10	Yes	10/01/03 to 09/30/04	Yes	10/01/04	Employee's	--	1 day
R11	Yes	10/01/03 to 09/30/04	Yes	10/01/04	Employee's	--	1 day
R12	No	--	No	--	--	--	--
R13	No	--	No	--	--	--	--
R14	Yes	10/01/03 to 09/30/04	Yes	10/01/04	Employee's	--	1 day
R15	Yes	10/01/03 to 09/30/04	Yes	10/01/04	Employee's	--	1 day
R16	Yes	07/01/03 to 06/30/04	Yes	07/01/04	Employee's	--	1 day
R17	Yes	10/01/03 to 06/30/04	Yes	07/01/04	Employee's	--	1 day
R18	No	--	No	--	--	--	--
R19	Yes	07/01/03 to 06/30/04	Yes	07/01/04	Employee's	12 months*	1 or 2 days
R20	Yes	10/01/03 to 09/30/04	Yes	10/01/04	Employee's	--	1 day
R21	Yes	10/01/03 to 09/30/04	Yes	10/01/04	Employee's	12 months*	1 or 2 days
Excluded	Yes	10/01/03 to 06/30/04	Yes Only Perm FT	07/01/04	Department's	12 months*	1 or 2 days

*12 months or unless department establishes lesser time period.

(8/04)

(SAMPLE)

REQUEST FOR VOLUNTARY PERSONAL LEAVE PROGRAM (VPLP)

NAME:	DIVISION/UNIT:
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**PART 1: EXCLUDED EMPLOYEES
VPLP CONDITIONS 1-10 BELOW APPLY**

I request approval to participate in the VPLP for: 1 day (8 hours) 2 days (16 hours)
 I understand my pay will be reduced equivalent to the number of day(s) I have selected and VPLP credits will be available to use on the first day of the monthly pay period following each month of participation in the VPLP.

**PART 2A: RANK-AND-FILE EMPLOYEES R01, R04, R09, R10, R11, R14, R15, R16, R17, and R20
ONLY VPLP CONDITIONS 7-10 BELOW APPLY**

I elect to participate in the VPLP for: 1 day (8 hours)
 I understand my pay will be reduced equivalent to 1 day and VPLP credits will be available to use on the first day of the monthly pay period following each month of participation in the VPLP.

**PART 2B: RANK-AND-FILE EMPLOYEES R19 AND R21
ONLY VPLP CONDITIONS 5-10 BELOW APPLY**

I elect to participate in the VPLP for: 1 day (8 hours) 2 days (16 hours)
 I understand my pay will be reduced equivalent to the number of day(s) I have selected and VPLP credits will be available to use on the first day of the monthly pay period following each month of participation in the VPLP.

PART 3: VPLP CONDITIONS

I understand that the following conditions apply to the VPLP:

1. Participation in the program is on a voluntary basis, subject to approval of my supervisor.
2. Only permanent, full-time employees can participate in the program.
3. The department reserves the right to cancel the program on a departmental, subdivisional, or individual basis at any time with thirty (30) days notice to participating employees.
4. Should I transfer to another department, my continued participation in the program will be at the discretion of the new department.
5. I must remain in the program for twelve (12) months or unless the department establishes a lesser time period.
6. Request to cancel participation will only be granted in cases of a financial hardship and must be approved by my supervisor.
7. Personal Leave must be requested and used in the same manner as vacation or annual leave.
8. There will be no impact on my benefits, leave credits, State service credit, or the final compensation used to calculate my State retirement benefits.
9. Should I be placed on Industrial Disability Leave, Non-Industrial Disability Leave, or Workers' Compensation for an entire monthly pay period, I will be excluded from the VPLP for that month.
10. Personal Leave shall not be included in the calculation towards the cap for vacation or annual leave balances.

I have read and understand the program conditions described in Part 3 above and accept the unpaid personal leave days as requested in Part 1 (Excluded Employees) or Part 2A and 2B (Rank-and-File Employees).

Employee Signature: _____ Date: _____

EXCLUDED EMPLOYEE APPROVALS:

Supervisor Signature: _____ Date: _____
 Division Chief Signature: _____ Date: _____