

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Personal Leave Program 2010 - Units 12, 16, 18, and 19	REFERENCE NUMBER: 2010-017
DATE ISSUED: 09/03/10	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations Division

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Effective September 1, 2010, Personal Leave Program 2010 (PLP 2010) has been implemented for State employees who are in bargaining units that have reached agreements and have been ratified by the Legislature and signed by the Governor.

This program applies to classes with the following collective bargaining identifier (CBID) codes: R12, R16, R18, and R19. This program does not include excluded employees tied to these bargaining units.

Employees will be credited with PLP 2010 credit on the first day of each pay period for 12 consecutive pay periods in the manner outlined below:

FULL-TIME EMPLOYEES

Full-time employees shall be credited with one day (8 hours) of PLP 2010 credit.

INTERMITTENT EMPLOYEES

Intermittent employees PLP 2010 credit shall be prorated based upon the number of hours worked in the monthly pay period as stated in the chart below.

<u>Hours Worked During Pay Period</u>	<u>PLP 2010 Credit</u>
0 to 10.9	0
11 to 30.9	1
31 to 50.9	2
51 to 70.9	3
71 to 90.9	4
91 to 110.9	5
111 to 130.9	6
131 to 150.9	7
151 or over	8

PART-TIME EMPLOYEES

Part-time employees PLP 2010 credit shall be received on a prorated basis regardless of the number of hours in the pay period consistent with the chart below.

<u>Time Base</u>	<u>PLP 2010 Credit</u>
1/10	1
1/8	1
1/5	2
1/4	2
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

PLP 2010 credits shall be requested and used by the employee in the same manner as vacation/annual leave and in accordance with departmental policies. Departments shall ensure that employees in bargaining units R12, R16, and R19 schedule and take all PLP 2010 time prior to June 30, 2014. If employees do not request PLP 2010 time off, supervisors may schedule employees to take PLP 2010 time off prior to June 30, 2014. Any unused time shall be void after June 30, 2014. Employees in R18 have until separation from State service to use all PLP 2010 time.

PLP 2010 shall have no cash value and may not be cashed out. An employee may not use any kind of paid leave such as sick leave, vacation, or holiday time to avoid a reduction in pay resulting from the PLP 2010.

Time during which an employee is excused from work because of PLP 2010 time shall not be considered as "time worked" for purposes of determining the number of hours worked in a work week. An exception to this provision is outlined in the Bargaining Unit 18 contract agreement.

Employees on NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire monthly pay period are excluded from the PLP 2010 Program for that pay period. Employees off for partial months shall receive PLP 2010 credits based on the intermittent chart above.

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If designated personnel staff have questions they may contact the Department of Personnel Administration's Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

Julie Chapman
Chief Deputy Director