

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

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|--|--------------------------------------|
| SUBJECT: Unit 3 Teachers – PLP 2010 Accruals | REFERENCE NUMBER: 2011-004 |
| DATE ISSUED: 02/15/2011 | SUPERSEDES: |

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors**

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Labor Relations Division

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Effective November 2, 2010, the State implemented the Personnel Leave Program (PLP) 2010 (PML 2010-030). The purpose of this memorandum is to provide the PLP 2010 accruals for Unit 3 employees that work an Academic Calendar Schedule.

PLP 2010 ACCRUALS

Full-Time Employees

Full-time employees receive PLP as follows:

1. Employees in the following classes are on a 173.33 average work schedule and will receive 8 hours of PLP 2010 per pay period.

| <i>Class Code</i> | <i>Class Title</i> |
|-------------------|--|
| 1852 | Reader for the Blind |
| 9145 | Supervising Teacher III, School for the Blind, Fiscal Year |
| 9176 | Site Superintendent, School for the Blind |
| 9731 | Supervising Teacher I, School for the Blind, Fiscal Year |
| 9732 | Supervising Teacher II, School for the Blind, Fiscal Year |
| 9146 | Supervising Teacher III, School for the Deaf, Fiscal Year |
| 9199 | Site Superintendent, School for the Deaf |
| 9733 | Supervising Teacher I, School for the Deaf, Fiscal Year |
| 9734 | Supervising Teacher II, School for the Deaf, Fiscal Year |

2. Employees in the following classes are on a 184 calendar schedule and will receive 5.67 hours of PLP 2010 per pay period.

| <i>Class Code</i> | <i>Class Title</i> |
|-------------------|-------------------------------|
| 9180 | Teacher, School for the Deaf |
| 9151 | Teacher, School for the Blind |

3. Employees in the following classes are on a 194 calendar schedule and will receive 5.98 hours of PLP 2010 per pay period.

| <i>Class Code</i> | <i>Class Title</i> |
|-------------------|---|
| 9153 | Teacher Specialist, School for the Blind |
| 9154 | Supervising Teacher I, School for the Blind |
| 9191 | Teacher Specialist, School for the Deaf |
| 9192 | Supervising Teacher I, School for the Deaf |
| 9193 | Supervising Teacher II, School for the Deaf |

4. Employees in the following classes are on a 204 calendar schedule and will receive 6.28 hours of PLP 2010 per pay period.

| <i>Class Code</i> | <i>Class Title</i> |
|-------------------|---|
| 9170 | Supervising Teacher II, School for the Blind |
| 9195 | Supervising Teacher III, School for the Deaf |
| 9196 | Assistant Site Superintendent, School for the Deaf |
| 9173 | Supervising Teacher III, School for the Blind |
| 9174 | Assistant Site Superintendent, School for the Blind |

5. Employees in the following classes are on a 209 calendar schedule and will receive 6.44 hours of PLP 2010 per pay period.

| <i>Class Code</i> | <i>Class Title</i> |
|-------------------|---------------------------------------|
| 9200 | Teacher Specialist, Diagnostic Center |

6. Employees in the following classes are on a 219 calendar schedule and will receive 6.75 hours of PLP 2010 per pay period.

| <i>Class Code</i> | <i>Class Title</i> |
|-------------------|--|
| 9202 | Supervising Teacher, Diagnostic Center |

7. Employees in the following classes are on a 224 calendar schedule and will receive 6.90 hours of PLP 2010 per pay period.

| <i>Class Code</i> | <i>Class Title</i> |
|-------------------|----------------------------|
| 9203 | Diagnostic Center Director |

8. Employees in the following agency codes receive 6.78 hours of PLP 2010 per pay period.

Agency codes for R03 employees at Department of Corrections and Rehabilitation, Office of Correctional Education and Division of Juvenile Justice in Alternate Range 7 Academic Calendar is 220 hours:

Division of Juvenile Justice Agency Codes

110
113
127
128
131
135
138
146
194

Office of Correctional Education Agency Codes

Amador County

025 – MCSP
065 – Headquarters

San Luis Obispo County

056 – CMC
101 – CTF
936 – SVSP
065 – Headquarters

San Bernardino County

080 – CIM
086 – CIW
079 – CRC
178 – CAL
403 – CEN
028 – CVSP
444 – ISP
030 – RJD
095 – SQ
065 – Headquarters

San Joaquin County

106 – DVI
099 – SCC
065 – Headquarters

Sacramento County

068 – CCC
076 – CMF
284 – SAC
674 – SOL
071 – FSP
934 – HDSP
394 – PBSP
065 – Headquarters

Los Angeles County

026 – ASP
054 – CCI
027 – LAC
084 – COR
381 – CCWF
915 – KVSP
182 – NKSP
435 – PVSP
587 – SATF
919 – VSPW
180 – WSP
065 – Headquarters

Part-Time Employees

Part-time employees shall be subject to the same conditions as full-time employees, on a pro-rated basis. The pro-ration shall be determined based on the employee's time base consistent with the following charts:

- 184/Day Academic Calendar Schedule

| <i>Time Base</i> | <i>PLP Per Pay Period</i> |
|------------------|---------------------------|
| 1/10 | 0.57 |
| 1/8 | 0.71 |
| 1/5 | 1.13 |
| 1/4 | 1.42 |
| 3/10 | 1.70 |
| 3/8 | 2.13 |
| 2/5 | 2.27 |
| 1/2 | 2.84 |
| 3/5 | 3.40 |
| 5/8 | 3.54 |
| 7/10 | 3.97 |
| 3/4 | 4.25 |
| 4/5 | 4.54 |
| 7/8 | 4.96 |
| 9/10 | 5.10 |

- 194/Day Academic Calendar Schedule

| <i>Time Base</i> | <i>PLP Per Pay Period</i> |
|------------------|---------------------------|
| 1/10 | 0.60 |
| 1/8 | 0.75 |
| 1/5 | 1.20 |
| 1/4 | 1.50 |
| 3/10 | 1.79 |
| 3/8 | 2.24 |
| 2/5 | 2.39 |
| 1/2 | 2.99 |
| 3/5 | 3.59 |
| 5/8 | 3.74 |
| 7/10 | 4.19 |
| 3/4 | 4.49 |
| 4/5 | 4.78 |
| 7/8 | 5.23 |
| 9/10 | 5.38 |

- 204/Day Academic Calendar Schedule

| <i>Time Base</i> | <i>PLP Per Pay Period</i> |
|------------------|---------------------------|
| 1/10 | 0.63 |
| 1/8 | 0.79 |
| 1/5 | 1.26 |
| 1/4 | 1.57 |
| 3/10 | 1.88 |
| 3/8 | 2.36 |
| 2/5 | 2.51 |
| 1/2 | 3.14 |
| 3/5 | 3.77 |
| 5/8 | 3.93 |
| 7/10 | 4.40 |
| 3/4 | 4.71 |
| 4/5 | 5.02 |
| 7/8 | 5.50 |
| 9/10 | 5.65 |

- 209/Day Academic Calendar Schedule

| <i>Time Base</i> | <i>PLP Per Pay Period</i> |
|------------------|---------------------------|
| 1/10 | 0.64 |
| 1/8 | 0.81 |
| 1/5 | 1.29 |
| 1/4 | 1.61 |
| 3/10 | 1.93 |
| 3/8 | 2.42 |
| 2/5 | 2.58 |
| 1/2 | 3.22 |
| 3/5 | 3.86 |
| 5/8 | 4.03 |
| 7/10 | 4.51 |
| 3/4 | 4.83 |
| 4/5 | 5.15 |
| 7/8 | 5.64 |
| 9/10 | 5.80 |

- 219/Day Academic Calendar Schedule

| <i>Time Base</i> | <i>PLP Per Pay Period</i> |
|------------------|---------------------------|
| 1/10 | 0.68 |
| 1/8 | 0.84 |
| 1/5 | 1.35 |
| 1/4 | 1.69 |
| 3/10 | 2.03 |
| 3/8 | 2.53 |
| 2/5 | 2.70 |
| 1/2 | 3.38 |
| 3/5 | 4.05 |
| 5/8 | 4.22 |
| 7/10 | 4.73 |
| 3/4 | 5.06 |
| 4/5 | 5.40 |
| 7/8 | 5.91 |
| 9/10 | 6.08 |

- 220/Day Academic Calendar Schedule

| <i>Time Base</i> | <i>PLP Per Pay Period</i> |
|------------------|---------------------------|
| 1/10 | 0.68 |
| 1/8 | 0.85 |
| 1/5 | 1.36 |
| 1/4 | 1.70 |
| 3/10 | 2.03 |
| 3/8 | 2.54 |
| 2/5 | 2.71 |
| 1/2 | 3.39 |
| 3/5 | 4.07 |
| 5/8 | 4.24 |
| 7/10 | 4.75 |
| 3/4 | 5.09 |
| 4/5 | 5.42 |
| 7/8 | 5.93 |
| 9/10 | 6.10 |

- **224/Day Academic Calendar Schedule**

| <i>Time Base</i> | <i>PLP Per Pay Period</i> |
|------------------|---------------------------|
| 1/10 | 0.69 |
| 1/8 | 0.86 |
| 1/5 | 1.38 |
| 1/4 | 1.73 |
| 3/10 | 2.07 |
| 3/8 | 2.59 |
| 2/5 | 2.76 |
| 1/2 | 3.45 |
| 3/5 | 4.14 |
| 5/8 | 4.31 |
| 7/10 | 4.83 |
| 3/4 | 5.18 |
| 4/5 | 5.52 |
| 7/8 | 6.04 |
| 9/10 | 6.21 |

Permanent Intermittent Employees

Permanent Intermittent employees shall be subject to the same conditions as full-time employees, on a pro-rated basis.

The PLP pro-ration shall be determined consistent with the following charts.

- **184/Day Academic Calendar Schedule**

| <i>Hours Worked During Pay Period</i> | <i>PLP Hours per Pay Period/</i> |
|---------------------------------------|----------------------------------|
| 0 to 10.9 | 0 |
| 11 – 30.9 | 0.71 |
| 31 – 50.9 | 1.42 |
| 51 – 70.9 | 2.13 |
| 71 – 90.9 | 2.84 |
| 91 – 110.9 | 3.54 |
| 111 – 130.9 | 4.25 |
| 131 – 150.9 | 4.96 |
| 151 or more | 5.67 |

- **194/Day Academic Calendar Schedule**

| <i>Hours Worked During Pay Period</i> | <i>PLP Hours per Pay Period</i> |
|---------------------------------------|---------------------------------|
| 0 to 10.9 | 0 |
| 11 – 30.9 | 0.75 |
| 31 – 50.9 | 1.50 |
| 51 – 70.9 | 2.24 |
| 71 – 90.9 | 2.99 |
| 91 – 110.9 | 3.74 |
| 111 – 130.9 | 4.49 |
| 131 – 150.9 | 5.23 |
| 151 or more | 5.98 |

- **204/Day Academic Calendar Schedule**

| <i>Hours Worked During Pay Period</i> | <i>PLP Hours per Pay Period</i> |
|---------------------------------------|---------------------------------|
| 0 to 10.9 | 0 |
| 11 – 30.9 | 0.78 |
| 31 – 50.9 | 1.57 |
| 51 – 70.9 | 2.36 |
| 71 – 90.9 | 3.14 |
| 91 – 110.9 | 3.93 |
| 111 – 130.9 | 4.71 |
| 131 – 150.9 | 5.50 |
| 151 or more | 6.28 |

- **209/Day Academic Calendar Schedule**

| <i>Hours Worked During Pay Period</i> | <i>PLP Hours per Pay Period</i> |
|---------------------------------------|---------------------------------|
| 0 to 10.9 | 0 |
| 11 – 30.9 | 0.81 |
| 31 – 50.9 | 1.61 |
| 51 – 70.9 | 2.42 |
| 71 – 90.9 | 3.22 |
| 91 – 110.9 | 4.03 |
| 111 – 130.9 | 4.83 |
| 131 – 150.9 | 5.64 |
| 151 or more | 6.44 |

- **219/Day Academic Calendar Schedule**

| <i>Hours Worked During Pay Period</i> | <i>PLP Hours per Pay Period</i> |
|---------------------------------------|---------------------------------|
| 0 to 10.9 | 0 |
| 11 – 30.9 | 0.84 |
| 31 – 50.9 | 1.69 |
| 51 – 70.9 | 2.53 |
| 71 – 90.9 | 3.38 |
| 91 – 110.9 | 4.22 |
| 111 – 130.9 | 5.06 |
| 131 – 150.9 | 5.91 |
| 151 or more | 6.75 |

- **220/Day Academic Calendar Schedule**

| <i>Hours Worked During Pay Period</i> | <i>PLP Hours per Pay Period</i> |
|---------------------------------------|---------------------------------|
| 0 to 10.9 | 0 |
| 11 – 30.9 | 0.85 |
| 31 – 50.9 | 1.70 |
| 51 – 70.9 | 2.54 |
| 71 – 90.9 | 3.39 |
| 91 – 110.9 | 4.24 |
| 111 – 130.9 | 5.09 |
| 131 – 150.9 | 5.93 |
| 151 or more | 6.78 |

- **224/Day Academic Calendar Schedule**

| <i>Hours Worked During Pay Period</i> | <i>PLP Hours per Pay Period</i> |
|---------------------------------------|---------------------------------|
| 0 to 10.9 | 0 |
| 11 – 30.9 | 0.86 |
| 31 – 50.9 | 1.73 |
| 51 – 70.9 | 2.59 |
| 71 – 90.9 | 3.45 |
| 91 – 110.9 | 4.31 |
| 111 – 130.9 | 5.18 |
| 131 – 150.9 | 6.04 |
| 151 or more | 6.90 |

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February 15, 2011
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Personnel staff with questions should contact the Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

Julie Chapman
Deputy Director of Labor Relations