

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

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| SUBJECT: California State Law Enforcement Agency (CSLEA) - Bargaining Unit 7 Union Release Time Bank (URTB) | REFERENCE NUMBER: 2011-029 |
| DATE ISSUED: 07/1/11 | SUPERSEDES: |

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Labor Relations Division

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Effective with the posting of the June 2011 accruals and the same pay period every year thereafter, vacation/annual leave will be reduced for all bargaining unit (BU) 7 employees regardless of time base or tenure by one and one-half (1-½) hours. This reduction in vacation/annual leave accrual is only for one (1) pay period a year.

ACCRUAL REDUCTION PROCESS

Departments on the California Leave Accounting System (CLAS)

- The State Controller's Office (SCO) will automatically reduce the June 2011 accrual by one and one-half (1-½) hours for each BU 7 employee. The June 2011 accruals will be posted on July 13, 2011.

Departments on the Human Resources Information System (HRIS)

- Departments will update HRIS to reduce the June 2011 accrual by one and one-half (1-½) hours for each BU 7 employee. This is typically completed the first week of the following month, the June 2011 accruals will be posted the week of July 4, 2011.

Non-CLAS or HRIS Departments

- Departments NOT on CLAS or HRIS must manually reduce the vacation/annual leave accrual rate by one and one-half (1-½) hours for each BU 7 employee.

Note: Departments on CLAS and HRIS will not need to notify DPA Labor Relations of the total number of BU 7 employees in the department.

UNION RELEASE TIME BANK (URTB) USAGE

California State Law Enforcement Agency (CSLEA) will identify authorized CSLEA employees who can request the use of the time bank. Only employees designated by CSLEA may utilize the URTB for either representational or other legitimate union business.

Time off is subject to the operational needs of the department. Filling behind a position on overtime cannot be used as the sole reason for denial of leave under this provision. If the position must be filled behind on overtime, then the equivalent of time and one-half (1-½) must be deducted from the time bank for all leave hours. The department must immediately notify the Department of Personnel Administration (DPA) and CSLEA when filling behind a position on overtime.

Example: Twelve (12) hours deducted for an eight (8) hour day, fifteen (15) hours deducted for a ten (10) hour day, six (6) hours deducted for a four (4) hour day, nine (9) hours deducted for a six (6) hour day.

Each time an employee requests to use URTB, CSLEA will submit a form to the department authorizing the use of the URTB. The form will also provide information on how to report the hours monthly to DPA Labor Relations. DPA Labor Relations will be responsible for maintaining the URTB.

Labor Relations staff with questions may contact Karin Richter at Karin.Richter@dpa.ca.gov or (916) 445-9244.

/s/Julie Chapman

Julie Chapman
Deputy Director of Labor Relations