

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Bargaining Unit 16 – Budget Savings Reduction and Personal Leave Program 2012	<b>REFERENCE NUMBER:</b> 2012-016
<b>DATE ISSUED:</b> 06/28/12	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers**

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

**CONTACT:** Personnel Services Branch  
(916) 323-3343  
Fax: (916) 327-1886  
Email: [psb@dpa.ca.gov](mailto:psb@dpa.ca.gov)

To assist in achieving 2012-2013 Budget Savings, the State reached a side letter labor agreement with the Union of American Physicians and Dentists (UAPD) representing State employees in Bargaining Unit 16. The agreement provides a Personal Leave Program (PLP) 2012 and a 4.62 percent pay reduction for all Bargaining Unit 16 employees effective July 1, 2012 through June 30, 2013.

**PLP 2012**

Effective July 1, 2012, employees will be credited with PLP 2012 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 have a reduction in pay equal to 4.62 percent and eight (8) hours of leave will be credited to the employee's PLP 2012 leave balance.

Part-Time Employees

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

<b>Time Base</b>	<b>PLP 2012 Credit in Hours</b>
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

Intermittent Employees

Intermittent employees PLP 2012 credit shall be prorated based upon the number of hours worked in the monthly pay period as stated in the chart below.

<b>Hours Worked During Pay Period</b>	<b>PLP 2012 Credit in Hours</b>
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

**ADDITIONAL INFORMATION**

- The 4.62 percent reduction shall not affect transfer determinations between State civil service classes.
- Compensation for the purpose of retirement, death, and disability benefits shall not be affected by this reduction and shall be based on the unchanged salary rate.
- Service calculation for the purpose of retirement allowances shall be based on the amount of service that would have been credited based on the unchanged salary rate.

- PLP 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 2012.
- PLP 2012 shall be requested and used by the employee in the same manner as vacation/annual leave.
- PLP 2012 must be used in the pay period in which it is earned. For the July 2012 pay period, departments are encouraged to meet with their employees as soon as possible, to determine when employees will use their PLP 2012 day.

If an employee has not scheduled their PLP 2012 day by the 20<sup>th</sup> of the month, their supervisor needs to meet with them to schedule their PLP day prior to the end of each month. If the employee will not participate in choosing a day, the supervisor should schedule the PLP day which coincides with the employee's regular days off.

Departments should develop a system for using PLP 2012 in the month that it is accrued. For example, for the PLP 2012 earned in the August 2012 pay period, supervisors should meet with their employees by the end of July 2012 to schedule PLP leave for the August 2012 pay period.

- When this is not operationally feasible, PLP 2012 shall carry over and will be used in the same manner as vacation or annual leave.
- A State employee shall be entitled to the same level of State employer contributions for health, vision, dental, flex-elect cash option, and enhanced survivor's benefits he or she would have received had the PLP 2012 not occurred.
- Time during which an employee is excused from work because of PLP 2012 time shall not be considered as "time worked" for purposes of determining the number of hours worked in a work week.
- Employees on NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire pay period shall be excluded from the PLP 2012 for that pay period. Employees off for partial months shall receive PLP 2012 leave based on the intermittent chart above.
- Employees newly hired on or after July 1, 2012 while the PLP 2012 is in effect will be subject to this program for its duration.
- For employees in Bargaining Unit 16, departments should ensure that PLP 2012 time is scheduled and taken prior to July 1, 2014.

## **VOLUNTARY PLP**

Employees currently enrolled in the Voluntary Personal Leave Program (VPLP) will have the ability to opt out of VPLP during the month of July 2012.

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For questions related to this PML, State department personnel office designated liaisons should contact Department of Personnel Administration's Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

Julie Chapman  
Acting Director