

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Excluded and Exempt Employees - Budget Savings Reduction and Personal Leave Program 2012	REFERENCE NUMBER: 2012-022
DATE ISSUED: 07/02/12	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: California Department of Human Resources
Labor Relations Division

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To assist in achieving 2012-2013 Budget Savings, excluded and non-statutory exempt employees will be subject to a Personal Leave Program (PLP) 2012 and a 4.62 percent pay reduction effective July 1, 2012 through June 30, 2013.

PLP 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.

Time Base	PLP 2012 Credit in Hours
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.

Hours Worked During Pay Period	PLP 2012 Credit in Hours
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

- PLP shall have no cash value and may not be cashed out.
- Employees may request to use PLP 2012 in lieu of approved sick leave.
- PLP 2012 shall be requested and used by the employee in the same manner as vacation/annual leave. Requests for use of PLP 2012 must be submitted in accordance with departmental policies on vacation/annual leave.

- 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 credits based on the intermittent chart above.
- Employees newly hired on or after July 1, 2012 into an excluded class while the PLP 2012 is in effect will be subject to this program for its duration.
- Employees will be given maximum discretion to use PLP 2012 subject to severe operational considerations. When severe operational considerations prohibit the use of PLP 2012 in the pay period it is earned, the time shall be available for use at a later time.
- 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 20th of the month, their supervisor needs to meet with them to schedule their PLP day prior to the end of that 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.
- The PLP 2012 shall be used before any other leave, except sick leave
- PLP 2012 leave credits shall not be included in the calculation of vacation/annual leave balances.
- The 4.62 percent reduction shall not affect transfer determinations between State civil service classes.
- 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.
- PLP 2012 shall not cause a break in State service, a reduction in the employee's accumulation of service credit for the purposes of seniority and retirement, leave accumulation, or a merit salary adjustment.
- Excluded employees within the Legislative Counsel Bureau and the Bureau of State Audits are not subject to the reduction and PLP 2012.

Statutory Exempt Employees

Effective July 1, 2012, statutory exempt employees (exempt appointees whose salary is set in Government Code 11550, 11552, and 11554) shall have their salary reduced by the equivalent of one day pay per month during the period the PLP 2012 is in effect. Statutory exempt employees will not earn PLP leave credits.

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.

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

/s/Julie Chapman

Julie Chapman
Acting Director