

California Department of Human Resources □
Memorandum □

TO: Personnel Management Liaisons (PML)

SUBJECT: Unit 3 Represented and Exempt Teachers – PLP 2012 Accruals	REFERENCE NUMBER: 2012-028
DATE ISSUED: 07/05/12	SUPERSEDES:

This memorandum should be forwarded to:

Personnel Officers □
Personnel Transactions Supervisors □

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Labor Relations Division

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Effective July 1, 2012, the State implemented the Personal Leave Program (PLP) 2012 (PML 2012-012). The purpose of this memorandum is to provide the PLP 2012 accruals for Unit 3 represented and exempt employees that work an Academic Calendar Schedule.

PLP 2012 ACCRUALS

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 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 2012 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 2012 per pay period.

<i>Class Code</i>	<input type="checkbox"/>	<i>Class Title</i>	<input type="checkbox"/>
9180		Teacher, School for the Deaf	<input type="checkbox"/>
9151		Teacher, School for the Blind	<input type="checkbox"/>

3. Employees in the following classes are on a 194 calendar schedule and will receive 5.98 hours of PLP 2012 per pay period.

<i>Class Code</i>	<input type="checkbox"/>	<i>Class Title</i>	<input type="checkbox"/>
9153		Teacher Specialist, School for the Blind	<input type="checkbox"/>
9154		Supervising Teacher I, School for the Blind	<input type="checkbox"/>
9191		Teacher Specialist, School for the Deaf	<input type="checkbox"/>
9192		Supervising Teacher I, School for the Deaf	<input type="checkbox"/>
9193		Supervising Teacher II, School for the Deaf	<input type="checkbox"/>

4. Employees in the following classes are on a 204 calendar schedule and will receive 6.28 hours of PLP 2012 per pay period.

<i>Class Code</i>	<input type="checkbox"/>	<i>Class Title</i>	<input type="checkbox"/>
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 2012 per pay period.

<i>Class Code</i>	<input type="checkbox"/>	<i>Class Title</i>	<input type="checkbox"/>
9200	<input type="checkbox"/>	Teacher Specialist, Diagnostic Center	

6. Employees in the following classes are on a 219 calendar schedule and will receive 6.75 hours of PLP 2012 per pay period.

<i>Class Code</i>	<input type="checkbox"/>	<i>Class Title</i>	<input type="checkbox"/>
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 2012 per pay period.

<i>Class Code</i>	<input type="checkbox"/>	<i>Class Title</i>
9203		Diagnostic Center Director

8. Employees in the following agency codes receive 6.78 hours of PLP 2012 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 days:

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	<input type="checkbox"/>
1/8	0.71	<input type="checkbox"/>
1/5	1.13	<input type="checkbox"/>
1/4	1.42	<input type="checkbox"/>
3/10	1.70	<input type="checkbox"/>
3/8	2.13	<input type="checkbox"/>
2/5	2.27	<input type="checkbox"/>
1/2	2.84	<input type="checkbox"/>
3/5	3.40	<input type="checkbox"/>
5/8	3.54	<input type="checkbox"/>
7/10	3.97	<input type="checkbox"/>
3/4	4.25	<input type="checkbox"/>
4/5	4.54	<input type="checkbox"/>
7/8	4.96	<input type="checkbox"/>
9/10	5.10	<input type="checkbox"/>

- 194/Day Academic Calendar Schedule

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

- 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

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

/s/Julie Chapman

Julie Chapman
Acting Director