

HUMAN RESOURCES MEMORANDUM: 10:022

Expiration Date: Until Superseded

Issue Date: October 5, 2010

To: Managers and Supervisors; Personnel Liaisons and Attendance Clerks

Subject: PERSONAL LEAVE PROGRAM 2010 – Bargaining Units 12 and 19

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose The purpose of this memorandum is to inform employees of the 2010 Personal Leave Program (PLP 2010).

Effective September 1, 2010

Whose Affected Represented employees in Bargaining Units (BU) 12 and 19 with the collective bargaining identifier (CBID) R12 and R19. This program does not include excluded employees associated with these bargaining units.

PLP 2010 Credit BU 12 and BU 19 employees will be credited with PLP 2010 credit on the first day of each pay period for 12 consecutive pay periods.

Full Time Full-time employees shall be credited with eight (8) hours of PLP 2010 credit.

Part Time Part-time employees PLP 2010 credit shall be prorated regardless of the number of hours in the pay period consistent with the chart below:

<u>Time Base</u>	<u>PLP 2010 Credit</u>	<u>Time Base</u>	<u>PLP 2010 Credit</u>
1/10	1	3/5	5
1/8	1	5/8	5
1/5	2	7/10	6
1/4	2	3/4	6
3/10	3	4/5	7
3/8	3	7/8	7
2/5	4	9/10	8
1/2	4		

Intermittent Intermittent employees PLP 2010 credit shall be prorated based upon the number of hours worked in the monthly pay period as outlined below:

<u>Hours Worked During Pay Period</u>	<u>PLP 2010 Credit</u>
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

Requests and Usage PLP 2010 credits shall be requested and used in the same manner as vacation/annual leave and in accordance with departmental policies. PLP 2010 credits must be scheduled and taken prior to June 30, 2014. If employees do not request PLP 2010 credit usage, supervisors may schedule employees to take the time off prior to June 30, 2014. Any unused time will be void after June 30, 2014.

Time during which an employee is excused from work because of PLP 2010 credit usage shall not be considered as "time worked" for the purposes of determining the number of hours worked in a work week.

PLP 2010 PAL Alias PLP 2010 usage must be reported in PAL using one of the appropriate PLP 2010 aliases. The Global Leave Alias list has been updated to reflect the PLP 2010 aliases and is available to view at the PAL webpage; <http://pal.dgs.ca.gov/default.htm>.

PLP 2010 Credit Value PLP 2010 has no cash value and may not be cashed out. Employees 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 2010.

NDI and Worker's Compensation Employees on NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire monthly pay period are excluded from the PLP 2010 Program for that pay period. Employees off for partial months shall receive PLP 2010 credits based on the intermittent chart above.

Questions Direct questions to your assigned Personnel Analyst or Personnel Specialist.

/s/
JILL ELLWOOD, Manager
Labor Relations and Program Improvement

JE:rd