STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES

EXCLUDED EMPLOYEE VACATION/ANNUAL LEAVE CARRY-OVER

GS-76 (REV. 4/93)

SUPERVISOR'S STATEMENT

In accordance with Department of Personnel Administration Regulation 599.742.1 an employee may accumulate the unused portion of vacation/annual leave credit, provided that on January 1st of calendar year, the employee shall not have more than 50 days (400 hours) of vacation credits or 80 days (640 hours) of annual leave credits.

The employee below has been notified of their potential vacation/annual leave carry-over as of January 1st.

EMPLOYEE'S NAME *(Last, First, M.I.)*			SOCIAL SECURITY NUMBER	CB ID
DEPARTMENT NAME	OFFICE NAME		AGENCY NUMBER	UNIT NUMBER
VACATION/ANNUAL LEAVE BALANCE AS OF	PROJECTED VACATION/ANNUAL LEAVE BALANCE AS OF		POTENTIAL CARRY-OVER HOURS AS OF	
/ / _____ HOURS	01 / 01 / _____	_____ HOURS	01 / 01 / _____	_____ HOURS

SUPERVISOR'S SIGNATURE	TYPE OR PRINT SUPERVISOR'S NAME	DATE
>		

EMPLOYEE'S STATEMENT

CHECK APPROPRIATE BOX

☐ I have received a copy of this notice and have provided to my supervisor a schedule to liquidate my potential carry-over hours.

☐ I have received a copy of this notice and will provide to my supervisor by July 1 of this year, a schedule to liquidate my potential carry-over hours. I understand that if I fail to provide to my supervisor by July 1, a plan to take off the required number of hours by January 1, the appointing power shall require the hours to be taken at the convenience of the department during the following calendar year.

EMPLOYEE'S SIGNATURE	DATE
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DPA Regulation 599.742.1:

"It is the intent of the State to allow employees to utilize credited vacation or annual leave each year for relaxation and recreation. It is the employee's responsibility to plan vacations well in advance to minimize conflicts with the operational needs of the department. It is the appointing power's responsibility to provide reasonable opportunity for all employees to take an annual vacation commensurate with their annual rate of vacation or annual leave."

"If it appears an employee designated confidential, excluded, supervisory, or managerial under the Ralph C. Dills Act will have a vacation or annual leave balance that will be above the maximum amount permitted by Sections 599.737 and 599.738 (400 or 640 hours) as of January 1 of each year the appointing power shall require the supervisor to notify and meet with each employee so affected, by the preceeding July 1, to allow the employee to plan time off, consistant with operational needs, sufficient to reduce their balance to the amount permitted by the applicable rule prior to January 1."

"The employee shall also be notified by July 1, that if the employee fails to take off the required number of hours by January 1, for reason other than listed in Section 599.737 and 599.738 the appointing power shall require the employee to take off the excess hours over the maximum permitted by the applicable rule at the convenience of the department during the following calendar year."

Excerpt from DPA Regulation 599.737. Accumulation - Represented Employees:

The appointing power may permit an employee to carry over more vacation credits than the prescribed maximum when the employee is prevented from taking vacation because the employee is: (1) required to work as result of fire, flood or other emergency, (2) assigned work of priority or critical nature over an extended period of time, (3) absent on full salary for compensable injury, or (4) prevented by department regulations from taking vacation until December and is then unable to take vacation because of sick leave usage. The carry-over of vacation credits in successive years may only be approved by the appointing power in extenuating circumstances.

When verification of prior state service requires revisions in vacation credit, the employee's current accumulation shall be adjusted. Additional credits exceeding the maximum carry-over limitation shall be used within one year following the qualifying month pay period in which credited.

Excerpt from DPA Regulation 599.738. Accumulation - Excluded Employees

The appointing power may permit an employee to carry over more vacation credits than the prescribed maximum when the employee is prevented from taking vacation because the employee is: (1) required to work as result of fire, flood or other emergency, (2) assigned work of priority or critical nature over an extended period of time, (3) absent on full salary for compensable injury, or (4) prevented by department regulations from taking vacation until December and is then unable to take vacation because of sick leave usage. The carry-over of vacation credits in successive years may only be approved by the appointing power in extenuating circumstances.

When verification of prior state service requires revisions in vacation credit, the employee's current accumulation shall be adjusted. Additional credits exceeding the maximum carry-over limitation shall be used within one year following the qualifying month pay period in which credited.

DISTRIBUTION: ORIGINAL - PERSONNEL COPY - EMPLOYEE COPY - SUPERVISOR