

Human Resources Branch Memorandum

SUBJECT: Revisions to the Furlough and Personal Leave Programs	NUMBER: HRB 20-031
	DATE ISSUED: August 31, 2020
DISTRIBUTION: CDFW All	EXPIRES: Until Superseded

☐ **Action Required**

☒ **Informational Only**

☒ **Control Agency Directive**

Purpose

The purpose of this memorandum is to inform California Department of Fish (CDFW) employees that due to a recent revision to the Furlough and Personal Leave Programs, hours used as Emergency Sick Leave (EPSLA) or Emergency FMLA (E-FMLA) are not subject to the 2020 Personal Leave Program (PLP) or Furlough Hours Program and shall be paid at the employee's regular rate of pay for hours or days taken under these programs.

Authorities

- [State Controller's Office Leave Accounting Letter #20-011](#)

Correcting July 2020 and August 2020

As a result of the August 19, 2020 Leave Accounting Letter #20-011, the CDFW will issue additional pay to employees who used EPSLA and paid E-FMLA in July 2020 and August 2020. The CDFW will also correct any over-credits of PLP/Furlough Hours given to employees participating in these programs in July 2020 and August 2020

Pro-Rating PLP/Furlough Hours

The CDFW will begin pro-rating PLP/Furlough Hour accruals for the pay period based on the hours paid that were not used toward the EPSLA or FMLA/E-FMLA programs.

Please refer to the Accrual Charts in [HR Manual Section 1711 – Furlough Program](#) and [HR Manual Section 2113 – Personal Leave](#) Program to determine the pro-rated PLP or Furlough Hours earned in the appropriate leave period.

Contact

If you have any questions, please contact your [assigned Senior Personnel Specialist](#).