

## Human Resources Memorandum

<b>SUBJECT:</b>  <b>Wounded Warriors Transitional Act Sick Leave</b>	<b>NUMBER:</b> <b>HR 16-019</b>
	<b>DATE ISSUED:</b> <b>July 13, 2016</b>
<b>DISTRIBUTION:</b> <b>CDFW Employees Hired on or after January 1, 2016</b>	<b>EXPIRES:</b> <b>N/A</b>

This memorandum notices the Department of Fish and Wildlife (CDFW) employees who are military veterans hired on or after January 1, 2016, that Senate Bill 221 enacted the Wounded Warrior Transitional Leave Act and amended Government Code section 19859.

This law grants eligible state officers or employees, hired on or after January 1, 2016, 96 hours of sick leave to be used for the treatment of a military service-connected disability. To qualify, the employee must be a military veteran with military service-connected disability rated at 30 percent or more by the United States Department of Veterans Affairs.

Eligible employees are required to submit a verification letter to their Personnel Specialist in order to receive the sick leave credit. A verification letter may be requested from any United States Department of Veterans Affairs office by calling (800) 827-1000 or accessing a Veterans Affairs e-Benefit account.

Upon eligibility verification the 96 hours of sick leave shall be credited and available for use by the qualifying employee on their first day of employment, and is not prorated based on the employee's time base. The sick leave shall remain available for use for the following 12 months, and any unused hours will expire thereafter. For example, a qualifying employee hired on July 1, 2016, may use the sick leave entitlement on July 1, 2016, and will forfeit any unused hours effective July 1, 2017. Employees should track their own leave usage in addition to the assigned Personnel Specialist using the following link: <http://www.calhr.ca.gov/Documents/form-ca-wounded-warriors-transitional-leave-act.pdf>.

Should you have any questions, please contact your assigned Personnel Specialist or Transaction Manager, Catherine SooHoo at (916) 653-9075.