

California Department of Fish and Wildlife
 Human Resources Branch
Human Resources Memorandum

SUBJECT: 2017 Vacation/Annual Leave Cash Out Program	NUMBER: HR 17-014
	DATE ISSUED: April 25, 2017
DISTRIBUTION: CDFW Employees in Bargaining Units 1, 2, 4, 7, 9, 10, 11, 12 and 14	EXPIRES: N/A

The California Department of Fish and Wildlife is participating in the 2017 Employee Vacation/Annual Leave Cash-Out Program authorized by the California Department of Human Resources (CalHR) and the Department of Finance (DOF) for Fiscal Year 2016-17.

All eligible employees may receive payment at their regular salary rate in exchange for up to 80 hours of accrued vacation or annual leave.

The Memorandums of Understanding (MOU) listed below allow for annual cash out of accumulated vacation/annual leave not to exceed 80 hours for Fiscal Year 2016-17:

Bargaining Unit	Bargaining Unit Name
1, 4, 11 & 14	Service Employees International Union (SEIU)
2	California Attorneys, Administrative Law Judges and Hearing Officers in State Employment (CASE)
7	California State Law Enforcement Association (CSLEA)
9	Professional Engineers in California Government (PECG)
10	California Association of Professional Scientists (CAPS)
12	International Union of Operating Engineers (IUOE)

An employee may only participate in the vacation/annual leave cash-out program once during this fiscal year.

Taxes

For tax purposes, payments will be ordinary income in the month that payment is made. Payments will **not** be subject to deductions for retirement. Payments **will be** subject to the following deductions/withholdings: (a) Federal Tax, 25.0%; (b) State Tax, 6.6%; (c) FICA, (if applicable), 6.2%; and (d) Medicare, (if applicable), 1.45%. For wages or compensation in excess of \$200,000 in the calendar year, an additional Medicare 0.09% will be withheld. Payments under the Leave Cash-Out Program are subject to garnishments, if applicable.

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Instructions

The Human Resources Branch (HRB) is requesting for all employees to select whether they will or will not participate in the Leave Cash-Out Program. All eligible employees must submit the following election form no later than May 19, 2017.

2017 Employee Leave Cash-Out Request Form:

<http://calhr.ca.gov/Documents/2017-Employee-Leave-Cash-Out-Request-Form.pdf>

Headquarter employees may submit their election form electronically to HRBInformation@wildlife.ca.gov, or via mail to CDFW, Human Resources Branch, 1416 Ninth Street, Sacramento CA 95814 Room 1217-B, ATTN: Catherine SooHoo.

Regional employees must submit their election form to their Regional Personnel Specialist.

The department will issue payments for the cashed out vacation/annual leave during the month of June. The cashed out accumulated vacation/annual leave hours will be deducted from the employee's leave balances.

If you have any questions, please contact Cathy SooHoo, Payroll and Benefits Manager at (916) 653-9075 or Catherine.SooHoo@wildlife.ca.gov.