

Human Resources Branch Memorandum

SUBJECT: 2018 VACATION/ANNUAL LEAVE CASH OUT PROGRAM	NUMBER: HRB 18-009
	DATE ISSUED: May 4, 2018
DISTRIBUTION: CDFW EMPLOYEES IN BARGAINING UNITS 1, 2, 4, 7, 9, 10, 11, 12 AND 14	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees in Bargaining Units 1, 2, 4, 7, 9, 10, 11, 12, and 14 the CDFW will be participating in the 2018 Leave Buy-Back program.

Authorities

- Bargaining Unit Contracts
- California Department of Human Resources (CalHR)
- Department of Finance (DOF)

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

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, 22%; (b) State Tax, 6.6%; (c) FICA, (if applicable), 6.2% and (d) Medicare, (if applicable), 1.45%. For wages or compensations 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.

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 31, 2018.

2018 Employee Leave Cash-Out Request Form:

<http://www.calhr.ca.gov/Documents/2018-Employee-Leave-Cash-Out-Request-Form.pdf#search=leave%20cash%20out%202018>

Headquarters, Region 2, 5, 6 employees may submit their election form electronically to HRBInformation@wildlife.ca.gov, or via mail to CDFW, HRB, P.O. Box 944209, Sacramento CA 94244-2090 Room 1217-B, ATTN: Veronica Boles.

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

If you have any questions, please contact Veronica Boles, Payroll and Benefits Manager at (916) 653-7592.