

Human Resources Branch Memorandum

SUBJECT: 2018 LEAVE BUY-BACK FOR EXEMPT/MANAGERIAL, SUPERVISORY AND CONFIDENTIAL	NUMBER: HRB 18-010
	DATE ISSUED: May 4, 2018
DISTRIBUTION: CDFW EXEMPT/MANAGERIAL, SUPERVISORY AND CONFIDENTIAL	EXPIRES: Until Superseded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 that are Exempt/Managerial, Supervisory or Confidential the (CDFW) is participating in the 2018 Leave Buy Back program.

Authorities

- California Department of Human Resources (CalHR)
- Department of Finance (DOF)
- California Code of Regulations, title 2, section 599.744

All eligible employees may receive payment at their regular salary rate in exchange for up to 80 unused leave hours. Eligible leave may be a combination of vacation or annual leave, personal leave (personal leave 1992, 2003, 2010/11/12 and voluntary personal leave), personal holiday, or holiday credit.

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 compensation in excess of \$200,000 in the calendar year, an additional 0.09% Medicare deduction will be withheld. Payments under this Leave Buy-Back 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 Buy-Back Program. All eligible employees must submit the following election form no later than May 31, 2018.

2018 Excluded Employee Leave Buy-Back Request Form:

<http://www.calhr.ca.gov/Documents/2018-Excluded-Employee-Leave-Buy-Back-Request-Form.pdf#search=leave%20buy%20back%202018>

Headquarters, Region 2, 5, and 6 employees may submit their election form electronically to HRBInformation@wildlife.ca.gov, or via mail to CDFW Human Resources Branch, 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.