

Human Resources Branch Memorandum

SUBJECT: Leave Reduction Program - Amended	NUMBER: HRB 18-011
	DATE ISSUED: June 28, 2018
DISTRIBUTION: CDFW All	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform all California Department of Fish and Wildlife (CDFW) employees of the California Department of Human Resources (CalHR) Leave Reduction Program. The CalHR requires that all State employers and employees make every effort to adhere to a maximum cap of annual leave/vacation hours in accordance with Memorandums of Understanding and California Code of Regulations. The maximum cap of annual leave/vacation hours for all CDFW employees is 640 hours.

All staff with annual/vacation leave balances above the 640 hour cap who have NOT submitted a Leave Reduction Plan in January 2018 **must** complete a [CalHR 138 Leave Reduction Plan](#) and submit to their supervisor by **COB Friday, July 13, 2018**. Supervisors must submit the plans to the Human Resources Branch (contact information below) by **July 20, 2018**. **Leave Reduction plans may cover a time period up to December 31, 2019 with supervisor approval.**

NOTE: Employees with existing plans must transfer their information to the CalHR 138 Leave Reduction Plan and submit to their supervisor by the due date above.

Authority

Memorandums of Understanding (MOUs)
California Code of Regulations, Title 2, Sections 599.742 and 599.742.1
[California Department of Human Resources \(CalHR\) Manual Section 2124](#)

Policy

California state employees have accumulated significant leave hours creating an unfunded liability for departmental budgets. Accordingly, leave balances exceeding established limits need to be addressed immediately.

It is the policy of the State of California to foster and maintain a workforce that has the capacity to effectively produce quality services expected by both internal customers and the citizens of California. Therefore, CDFW managers and supervisors must:

- Manage and schedule workload in a manner that accommodates employee leave to reinvigorate employees without seriously compromising organizational performance;
- Comply with existing leave statutes, regulations, MOUs and policies pertaining to annual leave, vacation leave, Compensating Time Off (CTO), personal leave, and voluntary personal leave; and
- Ensure employees who have significant “over-the-cap” leave balances have a leave reduction plan in place every January 1st and are actively reducing hours throughout the year in accordance with the approved Leave Reduction Plan.

PROCEDURE

Employee Responsibilities

- Monitor your vacation/annual leave balances for excess time on a regular basis
- Use excess time in the pay period accrued when possible
- For excess leave balances, complete CalHR’s Leave Reduction Plan form (CalHR 138) annually and submit to supervisor for approval by January 1st of each year.
- Leave reduction forms must be digitally signed and routed to your supervisor. [Digitally sign the form by accessing this link](#). Once you digitally fill out and sign the form, your supervisor will automatically be notified to review and sign the form.

Supervisor Responsibilities

- Monitor your employees’ vacation/annual leave balances for excess time on a regular basis
- Encourage staff to use excess time in the pay period accrued when possible
- Require the completion of CalHR’s Leave Reduction Plan form (CalHR 138) annually for staff with excess leave balances with a due date of January 1st of each year.
- Review and digitally sign forms. Once signed, you, your employee, and HRBinformation@wildlife.ca.gov will automatically receive copies of the completed form.
- Ensure Leave Reduction Plans are submitted timely and are being followed; direct staff to use excess leave as planned on CalHR 138 Leave Reduction Plan.

HRB Responsibilities

- Generate quarterly reports and provide to Executive staff to monitor excess leave balance reduction.
- Maintain record of all CalHR 138 forms and file appropriately in employee Official Personnel Files. Ensure forms are complete and accurate.

Resources

- [Leave Balance Calculator and Plan Generator](#)

Forms

- [CalHR 138 Leave Reduction Plan](#)

Contacts

If you have any questions or would like additional information, please contact Conception Chavez at 916-653-3714 or conception.chavez@wildlife.ca.gov.