

Human Resources Branch Memorandum

SUBJECT: Leave Reduction Policy - SUSPENDED	NUMBER: HRB 20-034
DISTRIBUTION: CDFW ALL	DATE ISSUED: October 21, 2020 EXPIRES: Until Superseded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 the Leave Reduction Policy is suspended effective immediately until the 2020 Personal Leave Program (PLP) ends or July 1, 2022, whichever is sooner.

Authorities

California Department of Human Resources (CalHR)

Leave Reduction Policy

The implementation of the 2020 Personal Leave Program (2020 PLP) that requires most employees take two days off per month, as well as the use of paid sick leave and Emergency Family Medical Leave provided by state and federal legislation has made it difficult for some departments and employees to comply with leave-reduction plans and meet critical work demands during this ongoing state of emergency. It is evident that state departments need more flexibility in the management of employee leave.

For these reasons, effective immediately, the CalHR has directed that all departments shall suspend policies that require leave balances be reduced below the cap and shall not require employees to implement leave-reduction plans until the 2020 PLP program ends or July 1, 2022 whichever is sooner.

Therefore, [CDFW's Leave Reduction Policy](#) is suspended effective immediately.

Contact

If you have any questions, please contact [Veronica Boles](#).