

## Human Resources Branch Memorandum

SUBJECT: <b>2021 LEAVE BUY-BACK FOR EXEMPT/MANAGERIAL, SUPERVISORY AND CONFIDENTIAL</b>	NUMBER: <b>HRB 21-008</b>
	DATE ISSUED: <b>April 30, 2021</b>
DISTRIBUTION: CDFW EXEMPT/MANAGERIAL, SUPERVISORY AND CONFIDENTIAL	EXPIRES: <b>Until Superseded</b>

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to inform employees of the California Department of Fish and Wildlife (CDFW) in Exempt/Managerial, Supervisory, or Confidential classifications that the department is participating in the 2021 Leave Buy Back Program.

### Authorities

- [CalHR Manual 2104 - Leave Buy-Back](#)
- 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, voluntary personal leave (VPLP), personal holiday, or holiday credit. **The current Personal Leave Program and prior Personal Leave Programs from 1992, 2003, 2010/11/12 are not eligible leaves that may be cashed out in fiscal year 2020-21.** These Personal Leave Programs are referenced by Tempo codes PL, LD, LP, LV, & LX.

### Taxes

Payments are NOT subject to retirement, but are subject to other mandatory deductions (where applicable) and the tax rates are as follows:

- 22% Federal Tax (flat rate)
- 6.6% State Tax (flat rate)
- 6.2% Social Security (if applicable)
- 1.45% Medicare (if applicable) OR
- 2.35% Medicare for wages over \$200,000 (if applicable)

### Instructions

The Human Resources Branch (HRB) is requesting eligible employees to complete and submit the below request form electronically to [hrbseparationsleave@wildlife.ca.gov](mailto:hrbseparationsleave@wildlife.ca.gov) no later than May 28, 2021.

### [2021 Excluded Employee Leave Buy-Back Request Form](#)

If you have any questions, please email [hrbseparationsleave@wildlife.ca.gov](mailto:hrbseparationsleave@wildlife.ca.gov).