

## Human Resources Branch Memorandum

SUBJECT: <b>2021 VACATION/ANNUAL LEAVE CASH OUT PROGRAM</b>	NUMBER: <b>HRB 21-009</b>
	DATE ISSUED: <b>April 30, 2021</b>
DISTRIBUTION: <b>CDFW EMPLOYEES IN BARGAINING UNITS 1, 2, 4, 7, 9, 10, 11, 12 AND 14</b>	EXPIRES: <b>Until Superseded</b>

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 department will be participating in the 2021 Leave Buy-Back program.

### Authorities

- [CalHR Manual 2104 - Leave Buy-Back](#)
- Bargaining Unit Contracts

All eligible employees may receive payment at their regular salary rate in exchange for up to 80 hours of accrued vacation or annual leave. Bargaining Unit 2 employees may receive payment at their regular salary rate in exchange for up to 160 hours of accrued vacation or annual leave. **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

The payments are NOT subject to retirement. The payments 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)
- 1.2% State Disability Insurance (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 Employee Leave Cash-Out Request Form](#)

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