

Human Resources Branch Memorandum

SUBJECT: AMENDMENT #1: 2021 LEAVE BUY-BACK FOR EXEMPT/MANAGERIAL, SUPERVISORY AND CONFIDENTIAL	NUMBER: HRB 21-008
	DATE ISSUED: April 30, 2021
DISTRIBUTION: CDFW EXEMPT/MANAGERIAL, SUPERVISORY AND CONFIDENTIAL	EXPIRES: Until Superseded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 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. **Please see the amendment below highlighted in yellow.**

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. **Wildlife Conservation Board (WCB) employees may receive payment at their regular salary rate in exchange for up to 40 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 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.