

Human Resources Memorandum

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| SUBJECT: Wounded Warriors Transitional Act-Sick Leave | NUMBER: HR 16-020 |
| | DATE ISSUED: July 13, 2016 |
| DISTRIBUTION: Senior Personnel Specialists, Personnel Specialists, and Administrative Officer III's | EXPIRES: N/A |

This memorandum notices the Department of Fish and Wildlife (CDFW) Senior Personnel Specialists, Personnel Specialists and Administrative Officer III's of Senate Bill 221 which enacted the Wounded Warriors Transitional Leave Act and amended Government Code section 19859.

This law grants eligible state officers or employees, hired on or after January 1, 2016, 96 hours of sick leave to be used for the treatment of a military service-connected disability. To qualify, the employee must be a military veteran with a military service-connected disability rated at 30 percent or more by the United States Department of Veterans Affairs.

Eligible employees are required to submit a verification letter to their Personnel Specialist in order to receive the sick leave credit. A verification letter may be requested from any United States Department of Veterans Affairs office by calling (800) 827-1000 or accessing a Veterans Affairs eBenefits account.

The 96 hours of sick leave shall be credited and available for use by the qualifying employee on their first day of employment, and is not prorated based on the employee's time base. The sick leave shall remain available for use for the following 12 months, and any unused hours will expire thereafter. For example, a qualifying employee hired on July 1, 2016, may begin using the sick leave entitlement on July 1, 2016, and will forfeit any unused hours effective July 1, 2017.

The assigned Personnel Specialist will track the credit separately from any other leave balances using the following link: <http://www.calhr.ca.gov/Documents/form-ca-wounded-warriors-transitional-leave-act.pdf>. The expiration of this sick leave entitlement will expire one (1) year after the date of hire. A separate leave type will not be available for use on the State Controller's Office's (SCO) California Leave Accounting System (CLAS).

All Personnel Specialists are required to provide the employee memo (Attached) to each new hire on or after January 1, 2016. Should you have any questions, please contact Cathy SooHoo at (916) 653-9075.

Attachment: [HRB Memo 16-019 Wounded Warrior Transitional Leave Act-Sick Leave](#)