

Human Resources Branch Memorandum

SUBJECT: 2022 Excluded Employee Leave Buy-Back and Represented Employee Cash-Out Program Participation	NUMBER: HRB 22-013
	DATE ISSUED: April 27, 2022
DISTRIBUTION: All CDFW Employees	EXPIRES: Until Superseded

Action Required

 Informational Only

 Control Agency Directive

Purpose

The purpose of this memorandum is to inform all California Department of Fish and Wildlife (CDFW) employees that the CDFW will participate in the 2022 Excluded Employee Leave Buy-Back and Represented Employee Leave Cash-Out Programs.

Authority

[Bargaining Unit \(BU\) Contract Memorandum of Understandings](#)
[California Department of Human Resources Manual 2104 – Leave Buy-Back](#)
[California Code of Regulations section 599.744](#)

Excluded Employee Leave Buy-Back Program

Employees designated Exempt, Managerial, Supervisory, Confidential, or are otherwise excluded from collective bargaining, may receive payment at their regular salary rate in exchange for up to the maximum hours allowed as identified below:

Employee Collective Bargaining Unit Identifier (CBID)	Maximum Hours
C01, E, E48, E97, E98, E99, M01, M10, S01, S04, S07, S09, S10, S11, and S12	80 hours
M02	160 hours

Eligible leave may be a combination of vacation or annual leave, voluntary personal leave, personal holiday, or holiday credit.

Represented Employee Leave Cash-Out Program

Represented employees may receive payment at their regular salary rate in exchange for up to the maximum hours allowed as identified below:

Employee CBID	Maximum Hours
R01, R04, R07, R09, R10, R11, R12, and R14	80 hours
R02	160 hours

Eligible leave to cash out includes vacation or annual leave.

Participation and Payment

To participate, employees must submit a completed [Leave Buy-Back/Cash-Out Program Election Form \(DFW 78\)](#) to the Human Resources Branch (HRB) via the [Ask HR](#) portal **by May 31, 2022**. From the Ask HR Service Catalog, select the following options to submit your [DFW 78](#):

1. Select Payroll and Disbursements

The screenshot shows a grid of service catalog options. The 'Payroll and Disbursements' option is highlighted with a red border. The options are:

- New / Separating Employees**: Questions, information, and/or submitting of documents for new, separating, and retiring...
- Non-Medical Related Benefits**: Questions or updates needed on non-medical related benefits: ARAG, supervisor benefits, pre-t...
- Payroll and Disbursements** (highlighted): Excluding Disability Pay - Questions regarding pay issuance (including payroll deductions, overtime...
- Personal Information**: Need verification of employment, or need to change personal information (name change,...

2. Select Pay Issuance

The screenshot shows a grid of service catalog options. The 'Pay Issuance' option is highlighted with a red border. The options are:

- Other pay and disbursement...**: Need pay and disbursement information that does not meet the other pay and disbursement...
- Pay Issuance** (highlighted): Questions regarding issued payroll, payments received, lost or stolen warrants, range change...
- Payroll Differentials**: Questions or issues regarding the following types of pay differentials: LED K-9, Educational, Geo, CDL...
- Uniform Allowance**: Uniform Cleaning, Uniform Allowance, and Uniform Replacement

3. Select Leave Buy-Back

Issue with overtime payment

Overtime was paid incorrectly or not received

OOB - When pay will be issued

Need information regarding when payment of Out Of Class (OOB) appointment will be paid out

Leave Buy Back

Submit Leave Buy-Back/Cash-Out Election Program Form (DFW-78) or ask related questions

Questions regarding MSA

Questions regarding when a Merit Salary Adjustment (MSA) is due or

Questions about range changes

Questions regarding when a range change is due or issues regarding

Forms received after May 31, 2022, are considered late and will not be processed.

Payments will be made in the month of June, no later than June 30, 2022. Payments are NOT subject to deductions for retirement, but are subject to garnishment withholdings, if applicable, and the following mandatory deductions/withholdings:

Federal Tax:	22.0%
State Tax:	6.6%
Social Security (if applicable):	6.2%
Medicare (if applicable):	1.45%
State Disability (if applicable):	1.1%

Note: For wages or compensation in excess of \$200,000 in the calendar year, an additional 0.09% Medicare deduction will be withheld.

Questions

If you have any questions or need additional information, submit an inquiry to the HRB via the [Ask HR](#) portal.