

Human Resources Memorandum

SUBJECT: Personal Leave Program 2012 (PLP)	NUMBER: HR 12-013
	DATE ISSUED: July 5, 2012
DISTRIBUTION: All Employees	EXPIRES: NA

This memorandum provides Department of Fish and Game employees, supervisors and managers with direction regarding the proper accrual and use of PLP 2012.

PLP PROVISIONS

Bargaining Units 1, 2, 4, 7, 10, 11, 12, 14, 15 and excluded and exempt employees will be credited with PLP 2012 on the first day of each pay period for 12 consecutive pay periods beginning July 1, 2012.

Full-Time Employees

Full-time employees shall have a reduction in pay equal to 4.62 percent and eight (8) hours of leave will be credited to the employee's PLP 2012 leave balance.

Part-Time Employees

Part-time employees shall be subject to the same conditions as full-time employees, on a prorated basis. The pro-ration shall be determined based on the employee's time base consistent with the following chart.

<u>Time Base</u>	<u>PLP 2012 Credit in Hours</u>
1/10	1
1/8	1
1/5	2
1/4	2
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

Permanent Intermittent Employees

Permanent Intermittent employees subject to PLP 2012 shall be credited based upon the number of hours worked in the monthly pay period as stated in the chart below.

<u>Hours Worked During Pay Period</u>	<u>PLP 2012 Credit in Hours</u>
0 to 10.9	0
11 to 30.9	1
31 to 50.9	2
51 to 70.9	3
71 to 90.9	4
91 to 110.9	5
111 to 130.9	6
131 to 150.9	7
151 or over	8

PLP USAGE

- PLP 2012 must be used in the pay period in which it is earned. For the July 2012 pay period, supervisors are encouraged to meet with their employees as soon as possible, to determine when employees will use their PLP 2012 day.

If an employee has not scheduled their PLP 2012 day by the 20th of the month, their supervisor needs to meet with them to schedule their PLP day prior to the end of each month. Supervisors should develop a system for employees using PLP 2012 in the month that it is accrued. If the employee will not participate in choosing a day, the supervisor should schedule the PLP day which coincides with the employee's regular days off.

When this is not operationally feasible, PLP 2012 will carry over and will be used in the same manner as vacation or annual leave.

- PLP 2012 must be used before any other leave, except sick leave, and PLP 2010.
- An employee may request to use PLP 2012 in lieu of approved sick leave.

BARGAINING UNIT 10

Beginning in August 2012, BU 10 employees may elect to accelerate the salary reduction and the corresponding unpaid days off by accruing up to three (3) days PLP 2012 per month, with the corresponding salary reduction [i.e. three (3) PLP 2012 days would be a salary reduction of 13.85 percent), not to exceed twelve (12) PLP 2012 days for the 2012-2013 fiscal year. Such an election shall be made no later than August 15, 2012 and is irrevocable. The alternative accrual plan must be conducted within consecutive months and must commence no later than August 1, 2012 pay period.

REQUESTING AND APPROVING PLP

- PLP time shall be requested and approved in the same manner as vacation/annual leave.

WHO IS NOT ELIGIBLE FOR PLP?

- Seasonal and temporary employees are not subject to PLP 2012.
- Employees on SDI, NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire pay period shall be excluded from the PLP 2012 for that pay period.
- Statutory exempts (appointees whose salary is set in Government Code 11550, 11552, and 11554) will have their salary reduced by the equivalent of one day per month, but will not earn PLP credits.

ADDITIONAL INFORMATION

- PLP has no cash value and may not be cashed out.
- PLP does not count as time worked for the purpose of computing cash or compensating time off for overtime.
- PLP 2012 cannot be donated or transferred to other leave types.
- PLP may be used to supplement SDI, NDI, TD, and IDL.
- Employees currently enrolled in the Voluntary Personal Leave Program (VPLP) will have the ability to opt out of VPLP during the month of July 2012.
- Employees who work less than their time base (e.g., dock, appointed or separated other than the first day of a pay period), shall have their 2012 hours applied on a prorated basis. To determine the prorated credit for a full-time or part-time employee, convert the employee's time worked in the pay period to hours and credit the employee with PLP 2012 hours based on the intermittent chart above.
- Compensation for the purpose of retirement, death, and disability benefits shall not be affected by this reduction and shall be based on the unchanged salary rate.
- Employees are entitled to the same level of employer contributions for health, vision, dental, flex-elect cash option, and enhanced survivor's benefits he or she would have received had the PLP 2012 not occurred.

If you have questions, please contact your personnel specialist or the Labor Relations Office at (916) 654-8494.