

State of California
Department of Fish and Wildlife

M e m o r a n d u m

Date: March 28, 2013

To: All Employees

From: Kevin Hunting 
Chief Deputy Director

Subject: Personal Leave Program 2012

The purpose of this memorandum is to remind staff and supervisors of the appropriate use of Personal Leave Program (PLP) credits. The PLP was negotiated to assist in achieving 2012 – 2013 Budget Savings that directed use of the PLP credits in the following manner:

- PLP 2012 must be used in the pay period in which it is earned.
- In rare instances when this is not operationally feasible, PLP 2012 will carry over and will be used in the same manner as vacation or annual leave.
- Supervisors should develop a system for 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.
- PLP 2012 must be used before any other leave, except sick leave, and PLP 2010/2011.
- An employee may request to use PLP 2012 in lieu of approved sick leave.

As you may know the 2012 Personal Leave Program will likely expire on June 30, 2013. Please note that PLP 2010/2011 and 2012 have no cash value. If you have PLP 2010/2011 or 2012 leave accruals which you have not used, please make arrangements with your supervisor to use these accruals. PLP 2010/2011 expiration dates are shown below:

- PLP 2010 for Bargaining Units 01, 04, 11, and 14 expire on June 30, 2013.
- PLP 2010 for Bargaining Unit 13 expires on June 30, 2014.
- PLP 2010 for Bargaining Unit 12 expires on July 1, 2014.
- PLP 2011 for Bargaining Unit 02 expires June 30, 2016.
- PLP2010/2011 for Bargaining Units 07, 09, and 10 expire upon separation.

In addition, please note that the Professional Development Day (PDD) for 2012 will also expire on June 30, 2013. The PDD does not carry over to the next fiscal year. Therefore, PDD must be used prior to the end of the year in which it's accrued.

Thank you for your cooperation in managing the 2012 PLP. Questions should be directed to Phet Noyvong, Labor Relations Manager at Phet.Noyvong@wildlife.ca.gov or (916) 653-1033.