

PAID ABSENCES
(No.169 July 2014)

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Paid absences are negotiable and may be addressed in the applicable MOU. If usage specifics are different than this policy, the MOU shall be the controlling entity.

No leave credit may fall below a zero balance available. If an employee misses work and has no leave available for use, the missed time shall be considered dock.

State Holidays

With the exception of Bargaining Unit 8, employees are entitled to 11 paid holidays each year. CalHR annually posts the holiday listings on their website each year in December for the following year. This listing can be viewed at <http://www.calhr.ca.gov/employees/Pages/state-holidays.aspx> . If the holidays listed differ with information provided in an MOU, the MOU shall be the controlling entity.

In the event a state holiday falls on a Saturday, regardless of whether an employee works on the holiday, a Holiday Credit (HC) is accrued at the rate equivalent to the employee's time base up to eight hours. If a state holiday falls on a Sunday, an employee shall have the following Monday off.

Part-time employees will receive credit in proportion to the time base they are working.

Intermittent employees receive pay for a holiday, instead of a HC, according to the total hours on pay status for the entire month as follows:

Hours on Pay Status	Holiday Pay in Hours
0 – 10.9	0
11 – 30.9	1
31 – 50.9	2
51 – 70.9	3
71 – 90.9	4
91 – 110.9	5
111 – 130.9	6
131 – 150.9	7
151 or over	8

An employee will not be paid for a holiday that falls before the effective date of appointment. If the appointment is effective on a holiday, the employee will be compensated for the holiday.

The number of annual holidays for BU 8 employees is provided in the BU 8 MOU. An employee in BU 8 shall accrue HC in units rather than an 8 hour credit. Each holiday credit is worth one unit, and each unit shall be the equivalent of one day. The value of the day is dependent on the hours the employee is scheduled to work the day they use

the HC (i.e., employee may use on a 12 hour day, a 24 hour day, or any other scheduled day).

Personal Holiday (PH)

An employee shall be eligible for one PH upon successful completion of the first six months from the employee's initial appointment date, and thereafter on the first day of July each year, with the exception of BU 8 employees.

A PH is worth eight hours for full time employees and is prorated according to the timebase for part-time employees.

PH credit for intermittent employees shall be prorated according to the total hours on pay status for the entire month as listed above under HC.

An employee in BU 8 shall be eligible for a PH upon successful completion of the first six months from the employees initial appointment date, and thereafter on the first day of January each year. This PH is worth one unit similar to the HC.

Sick Leave Accrual

Full-time employees will be credited with eight (8) hours of sick leave following the completion of each qualifying monthly pay period of continuous service.

Employees working part-time will be credited with sick leave, prorated according to their assigned time base, on the first day of the pay period following completion of each qualifying monthly pay period.

An intermittent employee will be credited with eight (8) hours of sick leave on the first day of each monthly pay period following completion of 160 hours. Hours worked in excess of 160 hours in a monthly pay period will not be counted or accumulated for the purposes of sick leave credits.

Vacation Accrual

Pursuant to [GC 19858.1\(a\)](#) and the applicable MOU, after six (6) months of full-time service, permanent full-time employees earn 42 hours of vacation credits. Thereafter, vacation credits for miscellaneous employees accrue as directed in their applicable MOU.

Confidential, Supervisory, and Managerial employees accrue vacation credits pursuant to [GC 19858.1\(c\)](#).

Part-time employees earn the fractional part of 42 hours of vacation credits on a prorated basis after completing six months of continuous service. Thereafter, vacation

credit is accrued after working one month of service. Credit is determined on a prorated basis in accordance with the above schedules and by the employee's time base.

Permanent intermittent employees earn 42 hours of vacation credits after completing 960 hours of paid employment. Vacation credit is then accrued according to the applicable MOU. Any hours worked in excess of 160 hours in a monthly period are not counted or accumulated.

Annual Leave Accrual

Annual leave is an alternative to enrollment in sick leave and vacation accrual systems. The annual leave program provides the employee with more discretionary time off. Eligible employees who participate gain an additional four hours of leave each month over the vacation accrual rate in lieu of earning sick leave credits.

When a new employee opts to enroll in annual leave at the time of appointment, the six month waiting period associated with vacation enrollment is waived.

Upon enrollment, an employee's existing vacation balance will be converted to annual leave on an hour for hour basis. Thereafter, no vacation or sick leave will be accrued. Existing sick leave balances will remain available for use until exhausted. Annual leave is accrued pursuant to [GC 19858.5](#).

Confidential, Supervisory, and Managerial employees accrue annual leave credits pursuant to [GC 19858.4](#).

Voluntary Personal Leave Program (VPLP)

Eligible employees may elect to have one day per month of VPLP accrue in exchange for a reduction in their monthly salary rate. The VPLP is administered by deducting a percentage equivalent to one day of the monthly salary rate. The total gross salary before the VPLP reduction is used in the calculation of retirement contribution and overtime calculation rather than the reduced taxable amount the employee earns with VPLP in place.

Pursuant to Section 10.17 of the BU 8 MOU, an employee in BU 8 who enrolls in VPLP shall accrue VPLP in units in the same manner as a holiday credit.

Confidential, Supervisory, and Managerial employees are eligible to elect to have two days of VPLP accrue in exchange for a reduction equivalent to two days of the monthly salary rate.

When an employee enrolled in VPLP receives less than a full month's payroll warrant due to dock, mid-month appointment, or separation, the VPLP earning will be prorated based upon the number of hours paid.

Hours on Pay Status	VPLP Credit in Hours
0 – 10.9	0
11 – 30.9	1
31 – 50.9	2
51 – 70.9	3
71 – 90.9	4
91 – 110.9	5
111 – 130.9	6
131 – 150.9	7
151 or over	8

PSM 2013-008 was issued on July 19, 2013, which gives specific information on the proration of VPLP in regard to BU 8 employees.

Bereavement Leave (BL)

BL is not accrued leave.

BL is leave without loss of compensation for an employee due to the death of a person related either by blood, adoption, or marriage, or any other person residing in the immediate household of the employee at the time of death.

Refer to the applicable MOU for specific provisions on use.

Employees utilizing BL must attach appropriate substantiation to their timesheet for the pay period in which BL is being used. Questions regarding substantiation required should be directed to the assigned Personnel Specialist.

Jury Duty (JD)

An employee called for jury duty may do so with no loss in pay, as long as fees received for jury duty, minus travel are remitted to the State. If an employee does not return or waive the fees, the absence must be charged against the employee's available leave credits, excluding sick leave.

Employees utilizing JD must attach appropriate substantiation to their timesheet for the pay period in which JD is being used. Questions regarding substantiation required should be directed to the assigned Personnel Specialist.

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