

## MENTOR LEAVE

1360

(No. 45 December 1997)

CDF employees who participate as mentors **may be** eligible to receive up to forty (40) hours of “mentoring leave.” The “mentor leave” provision language below applies to Bargaining Units that have a signed “mentor leave” provision or managers, supervisors, confidentials and other employees excluded from collective bargaining.

- A. Eligible employees may receive up to forty (40) hours of “mentoring leave” per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for these activities. “Mentoring leave” is paid leave time which may only be used by an employee to mentor. This leave does not count as time worked for purposes of overtime. “Mentoring leave” may not be used for travel to and from the mentoring location.
- B. An employee must use an equal number of hours of his or her personal time (approved annual leave, vacation, personal leave, personal holiday or CTO during the work day and/or personal time during non-working hours) prior to requesting “mentoring leave.” For example, if an employee requests two (2) hours of “mentoring leave,” he or she must have used two (2) verified hours of his or her personal time prior to receiving approval for the “mentoring leave.” “Mentoring leave” does not have to be requested in the same week or month as the personal time was used. However, it does have to be requested and used before the end of the calendar year.
- C. Prior to requesting mentoring leave and in accordance with departmental policy, an employee shall provide his or her supervisor with verification of personal time spent mentoring from the mentoring organization.
- D. Request for approval of vacation, CTO and/or annual leave for mentoring activities are subject to approval requirements in this agreement and in existing departmental policies. Request for approval of mentoring leave are subject to operational needs of the state, budgetary limits and any limitations imposed by law.
- E. This section in each provision specifies the requirements employees must possess in order to be eligible for mentoring leave. Since agreements may have different requirements, please read your provision/agreement to determine your eligibility
- F. This section is only applicable to Department of Correction, Youth Authority, and Departments of Developmental Services, Mental Health, Education and Veteran’s Affairs.

- G. Any appeals and/or disputes regarding this section shall be handled in accordance with the complaint procedure specified in individual bargaining contracts.

**Note:** Any policy regarding “mentor leave” provisions shall be superseded by applicable bargaining unit contracts should there be conflicts/discrepancies.

A CDF employee may inquire if his/her bargaining unit has a signed “mentor leave” provision by calling the Mentor Program Coordinator in the Personnel Office.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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