

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: July 7, 2011

PERSONNEL LETTER #11-020
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services DivisionRE: **VOLUNTARY PERSONAL LEAVE PROGRAM (VPLP) - BARGAINING UNIT 10**

The Department of Personnel Administration (DPA) issued a Pay Letter 11-11, modifying the Pay Differential 286 criteria for the Voluntary Personal Leave Program (VPLP) effective June 1, 2011, to increase the number of VPLP days for employees in bargaining unit 10. Full-time employees shall be able to enroll and be credited with either 8, 16, or 24 hours of voluntary personal leave on the first day of the following monthly pay period for each month in the VPLP. The employee will have a reduction in pay equal to 4.62% for one day, 9.23% for two days or 13.85% for three days based upon enrollment level selected. The leave will be credited to the employee's monthly VPLP leave balance. Part-time employees shall be subject to the same conditions as stated above, on a pro rated basis. Intermittent employees shall be prorated based upon the number of hours in the monthly pay period.

The VPLP pay reduction will be achieved through the use of a pay differential established on the employee's employment (EH) record. Employees will have a reduction in pay through the use of one of the following Earnings IDs (EIDs):

8VL1	1 day	4.62%
8VL2	2 days	9.23%
8VL3	3 days	13.85%

These EIDs are a negative percentage based pay differential that reduces the base salary rate. The resulting VPLP reduction amount will not display with a negative sign on the EH record or turnaround PARs. Percentage based EIDs are rounded to the nearest cent therefore, the resulting VPLP pay reduction amount may contain cents. This means the employee's VPLP reduced pay rate may also contain cents.

The regular pay, payment type 0, payments will reflect the VPLP reduction for both positive and negative pay employees. Overtime as well as percentage based and step rate pay differentials/premiums pays are calculated on the unreduced base pay amount.

Please direct questions on the Voluntary Personal Leave Program as follows:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER
Program Administration	Personnel Services Branch DPA	(916) 323-3343
General Payroll Procedures	Payroll Operations Telephone Liaison	(916) 323-3081
Disability Payroll Procedures	Disability Telephone Liaison	(916) 322-3619
Employment History Procedures	Personnel Operations telephone Liaison	(916) 322-6500

LC:JW:PMAB