

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

DATE: July 22, 2011

PERSONNEL LETTER #11-024  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)

**RE: ALTERNATE PERSONAL LEAVE PROGRAM - BARGAINING UNIT (BU) 10**

The Department of Personnel Administration (DPA) issued Personnel Management Liaison (PML) Memorandum 11-019 and Pay Letter 11-14, modifying Pay Differential 386. This modification allows bargaining unit 10 employees to accelerate the salary reduction of the remaining Personal Leave Program (PLP) days. Beginning with the July 2011 pay period, an employee may choose a 9.23% pay reduction for two PLP days per month, or a 13.85% reduction for three PLP days per month. Employees who do not elect into the alternate PLP will remain in the standard PLP with a 4.62% reduction for one PLP day per month. The alternate PLP must be conducted within consecutive months and will end upon accrual of 12 total days of PLP.

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

8PLP	1 day	4.62%
8PL2	2 days	9.23%
8PL3	3 days	13.85%

The PLP EIDs are negative percentage based pay differentials that reduce the base salary rate. The resulting PLP reduction amount will not display with a negative sign on the EH record or turnaround Personnel Action Requests (PARs). Percentage based EIDs are rounded to the nearest cent, therefore the resulting PLP pay reduction amount may contain cents. This means that the employee's PLP reduced pay rate may also contain cents.

Regular pay (payment type 0) payments will reflect the PLP reduction for both positive and negative pay employees. Overtime, as well as percentage based and step rate pay differentials/premium pays, are calculated on the unreduced base pay amount.

Departments are responsible for tracking the PLP ending dates for employees participating in the alternate PLP and for removing the PLP EID when 12 total days of PLP have been accrued.

Please direct questions on the alternate Personal Leave Program for BU 10 employees as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
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:RB:PMAB