

PERSONAL LEAVE PROGRAM/ Furlough with Supplemental Paid Sick Leave Act

PERSONAL LEAVE PROGRAM/FURLOUGH 2020 OVERVIEW

As a result of agreements reached between the California Department of Human Resources (CalHR) and bargaining units 1, 2, 3, 4, 6, 7, 8, 10, 11, 14, 15, 16, 17, 18, 20, and 21, as well as Excluded, Exempt, and Statutory Exempt employees, the Personal Leave Program (PLP) 2020 was established and effective with the July 2020 pay period.

Furlough 2020 was established for the July 2020 pay period for represented employees in bargaining units 5, 9, 12, 13 and 19. The PLP and Furlough require an employee's base salary be reduced by an average percentage amount equivalent to one or two days of leave credit.

Statutory employees will not accrue personal leave credit.

Please refer to the CalHR Pay Letter 20-18, Pay Differential 378 and 386, Exempt Program Letters and Exempt Salary Schedule for further information.

EMPLOYEES WORKING WHILE ON SUPPLEMENTAL PAID SICK LEAVE (SPSL)

Per the Federal Department of Labor, employees who are using SPSL shall be paid at their regular rate of pay. This means employees will be paid their unreduced salary (Based on Salary PAR Item 320) the rate will not include Earning ID's (EID) (PAR Item 350) that decrease the employees pay such as VPLP, PLP, etc. The rate will include (EID locked on pay differentials that increase the total salary pay rate) for hours/days taken under this program. The PLP/Furlough/ VPLP hours for the pay period will be prorated based on the hours paid that are not SPSL using the intermittent chart.

SPSL EMPLOYMENT HISTORY DOCUMENTATION

Process a 215 PAR transaction to document the benefit usage on Employment History. Enter "SPSL MM/DD/YY" (same date as the effective date) in Item 215 – Employment History Remarks with the approved benefit start date. These steps will be also be followed at the completion of the SPSL benefit.

NOTE: For tracking and reporting purposes, it is critical that agencies use remarks as identified above.

PAYROLL PROCESSING FOR EMPLOYEES WORKING WHILE ON SPSL

Determine the total number of days and/or hours of SPSL to be paid at the unreduced salary rate.

To issue pay for employees using the SPSL benefit with PLP:

- Allow the master to issue if the employee is entitled to their full pay at the reduced rate.
- If the employee is not entitled to a full master, key a 603 PIP transaction to reduce the amount of days and/or hours being issued for the pay period.
- ❖ NOTE: Do not key form STD. 603 to report dock of more than 10 work days in a 21 day pay period or 11 work days in a 22 day pay period; process a 715 PAR transaction instead. Refer to PAM section 3.136 for 715 PAR processing instructions.

Once the regular hours have issued, complete a Std. 674 form to request the salary to be paid at the unreduced salary rate for the SPSL.