

Management Proposal

Bargaining Unit: 2

Date: 06/24/2025

Exclusive Representative: CASE

Time: 9:45 p.m.

Article: N/A

Subject: Side Letter #1 - Personal Leave Program - 2025

Side Letter #1 - Personal Leave Program - 2025

Effective the first day of the July 2025 pay period through the October 2026 pay period, employees will be subject to the Personal Leave Program 2025 (PLP 2025) for eight (8) hours per month (4.62% reduction) in the manner outlined below.

- A. Each full-time employee shall continue to work their assigned work schedule and shall have a reduction in pay equal to 4.62%.
- B. Each full-time employee shall be credited with eight (8) hours of PLP 2025 on the first day of each pay period for the duration of the PLP 2025 program.
- C. Employees will be given discretion to use PLP 2025 subject to operational considerations.
 - 1. Where feasible, employees should use the leave in the pay period it was earned, and it should be used before any other leave.
 - 2. Employees may elect to use PLP 2025 lieu of approved sick leave.
 - 3. PLP 2025 shall be requested and used by the employee in the same manner as vacation/annual leave.
 - 4. Subject to the above, requests for use of PLP 2025 leave must be submitted in accordance with departmental policies on vacation/annual leave.
 - 5. The hours earned under PLP 2025 shall not have an expiration date.
- D. All leave earned under PLP 2025 should be used prior to voluntary separation. Appointing powers may schedule employees to take PLP 2025 time off to meet the intent of this section.
- E. Time during which an employee is excused from work because of PLP 2025 leave shall not be considered as "time worked" for purposes of determining the number of hours worked in a work week for the purposes of overtime.

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- F. A State employee shall be entitled to the same level of State employer contributions for CoBen, CoBen cash option, and enhanced survivor's benefits the employee would have received had the PLP 2025 not occurred.
- G. PLP 2025 shall not cause a break in State service, nor a reduction in the employee's accumulation of service credit for the purposes of seniority and retirement. PLP 2025 does not affect other leave accumulations, or service towards a merit salary adjustment.
- H. PLP 2025 shall neither affect the employee's final compensation used in calculating State retirement benefits; nor reduce the level of State death or disability benefits to supplement those benefits with paid leave; nor affect the rate at which accrued leave is paid upon separation.
- I. The PLP reduction shall not change the full time status of any full time employee.
- J. Part-time employees shall be subject to the same conditions as stated above, on a pro-rated basis. Pro-ration shall be determined based on the employee's time base in the same manner as Sick Leave.
- K. Seasonal and temporary employees are not subject to PLP 2025.
- L. The PLP 2025 reductions shall not affect transfer determinations between state civil service classifications.
- M. PLP 2025 shall be administered consistent with the existing payroll system and the policies and practices of the State Controller's Office.
- N. Employees on SDI, NDI, ENDI, IDL, EIDL, or Workers' Compensation for the entire monthly pay period shall be excluded from the PLP 2025 for that month.
- O. Employees, excluding Permanent Intermittents, not eligible for healthcare are not subject to PLP 2025.
- P. All Permanent Intermittent employees shall be subject to the pro-ration of salary and PLP 2025 credits pursuant to the chart below:

Hours Worked During Credit Pay Period	PLP 2025 Hours
0-10.9	<u>0</u>
11-30.9	<u>1</u>
31-50.9	<u>2</u>
51-70.9	<u>3</u>
71-90.9	<u>4</u>
91-110.9	<u>5</u>
111-130.9	<u>6</u>
131-150.9	<u>7</u>

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151 or over	<u>8</u>
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- Q. PLP 2025 shall have no cash value and may not be cashed out except upon separation from employment.
- R. Disputes regarding the denial of the use of PLP 2025 time may be appealed through the grievance procedure. The decision by the Department of Human Resources shall be final and there may be no further appeals.

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