

<b>HUMAN RESOURCES MEMORANDUM 20-028</b>	DATE ISSUED: 10/21/2020
SUBJECT: <b>SUSPENSION OF LEAVE REDUCTION POLICIES</b>	REFERENCE: CalHR 2113
TO: All DGS Employees	SUPERCEDES: <i>None</i>

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

The purpose of this memorandum is to provide information regarding the suspension of departmental policy and some bargaining unit's requirement that employee leave balances do not grow beyond 640 hours.

Effective immediately, the Department of General Services, in accordance with directive from the Department of Human Resources (CalHR), will no longer require employees to maintain or reduce their leave balances below the cap as stated in the applicable bargaining contracts.

State employees—represented, excluded and exempt—are generally subject to a requirement that their leave balances not grow beyond 640 hours. For some bargaining units, the maximum may be higher. Employees above the maximum are generally required to create and adhere to a leave-reduction plan to bring their balances down each year.

The implementation of the 2020 Personal Leave Program (2020 PLP) that requires most employees take two days off per month, as well as the use of paid sick leave and Emergency Family Medical Leave provided by state and federal legislation has made it difficult for some departments and employees to comply with leave-reduction plans and meet critical work demands during this ongoing state of emergency.

For these reasons, employees are not required to implement leave-reduction plans until the 2020 PLP program ends or July 1, 2022, whichever is sooner.

Please contact Amy Applegate, Personnel Officer, at (916) 376-5428 or via e-mail at [Amy.Applegate@dgs.ca.gov](mailto:Amy.Applegate@dgs.ca.gov).

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