

HUMAN RESOURCES MEMORANDUM 20-034	DATE ISSUED: 12/15/2020
SUBJECT: RETIREMENT LEAVE PLAN	REFERENCE: GC 19858.7
TO: DGS Managers, Supervisors, Employee Resource Liaisons and Attendance Clerks	SUPERCEDES: <i>None</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to advise Department of General Services (DGS) programs of the policies and procedures regarding the retirement leave plans. This policy will apply to all employees who are currently on annual leave or vacation.

Authority

The authority directing this policy and procedure is [California Government Code 19858.7](#).

Policy

Effective January 1, 2021, DGS will adopt Government Code section 19858.7 as departmental policy. An employee with unused or accumulated leave may elect to use up to 120 calendar days of leave prior to the effective date of retirement. Please note that there will be no exceptions to the policy.

Procedure

Employees opting to use accumulated leave prior to retirement must notify their supervisor and assigned Personnel Specialist upon applying for retirement and provide proof of retirement date.

Questions

If you have additional questions, please contact your assigned Personnel Specialist.

ESTELA GONZALES, Chief
Office of Human Resources

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