

<b>HUMAN RESOURCES MEMORANDUM 21-008</b>		DATE ISSUED: 04/22/2021
SUBJECT: <b>FISCAL YEAR 2020-21 LEAVE BUY-BACK PROGRAM AND CASH OUT OF VACATION/ANNUAL LEAVE</b>		REFERENCE: CalHR 2104
TO: DGS Managers, Supervisors, Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: None

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

**Purpose**

The purpose of this memorandum is to provide information regarding the fiscal year 2020-21 Leave Buy-Back Program.

The Department of General Services will participate in the Leave Buy-Back Program for Excluded employees and the buy-back of accumulated vacation/annual leave for represented employees in Bargaining Units 1, 2, 4, 7, 9, 10, 11, 12, 13, 14, 15 and 19.

**Maximum Cash Out Hours and Applicable Leave Type**

Employees represented by bargaining unit 1, 2, 4, 7, 9, 10, 11, 12, 13, 14, 15 and 19 are eligible to cash out up to 80 hours of vacation or annual leave.

Excluded employees may cash out up to 80 hours of combined leave. Eligible leave may be a combination of vacation or annual leave, voluntary personal leave, personal holiday, or holiday credit. Personal leave 1992, 2003, 2010/11/12/20 are not eligible leaves that may be cashed out in fiscal year 2020-21

**Procedure**

In order to participate in program, employees must complete the [2021 Represented Employee Leave Buy-Back/Cash Out Request Form](#) or the [2021 Excluded Employee Leave Buy-Back Request Form](#) with the number of hours and leave type they wish to buy-back.

Submit completed form to the Office of Human Resources by Monday, June 7, 2021 to:

Department of General Services  
707 3<sup>rd</sup> Street, MS 402  
West Sacramento, CA 95605  
Attention: OHR-BSU

### **Compensation and Tax Rate**

The rate of compensation will be at the employees' current rate of pay. Payments are subject to the flat tax method and garnishments, if applicable.

- Federal: 25%
- State: 6.6%
- FICA (if applicable): 6.2%
- Medicare (if applicable): 1.45%

### **Questions**

If you have questions regarding this memorandum, please [email](#) the Personnel Officer, Amy Applegate.

**AMY APPLGATE**, Personnel Officer  
Office of Human Resources

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