

HUMAN RESOURCES MEMORANDUM 21-009		DATE ISSUED: 04/29/2021
SUBJECT: REVISION TO BARGAINING UNIT 2 LEAVE BUY BACK AND CASHOUT HOURS		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 an update regarding the fiscal year 2020-21 Leave Buy-Back Program specifically for Bargaining Unit 2.

Maximum Cash Out Hours and Applicable Leave Type

Employees represented by Bargaining Unit 2 are eligible to cash out up to 160 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 3rd 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

AA:jb