

<b>HUMAN RESOURCES MEMORANDUM 23-009</b>		DATE ISSUED: 6/20/2023
SUBJECT: <b>UNUSED PROFESSIONAL PERSONAL DEVELOPMENT DAYS (PDD)</b>		REFERENCE: <a href="#">Human Resources Manual - CalHR</a>
TO: All DGS Employees and Client Service Agencies.		SUPERCEDES:

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

**Purpose**

In 2010, the State provided most employees Professional Development Days (PDD) for activities such as professional association activities, professional and/or personal development seminars, etc., to promote professional and/or personal growth and to enhance professional and/or personal goals. These activities are at the employee's expense and therefore the choice of activity is at the employee's discretion.

Full-time rank-and-file employees in Bargaining Units 1, 3, 4, 7, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21, as well as excluded and exempt employees, have two (2) PDDs per fiscal year. Rank-and-File employees in Bargaining Unit 2 receive five (5) PDDs each fiscal year. Rank and file employees in Bargaining Unit 6 shall receive two (2) PDDs each calendar year. Their related excluded employees shall receive two (2) PDDs each fiscal year.

Retired Annuitants are not eligible for PDD.

PDDs must be used within the fiscal year earned and cannot be accumulated or cashed out. **Any unused PDDs earned in the 2022-23 fiscal year must be used by June 30, 2023.**

PDDs are requested and approved like Annual Leave or Vacation. The Office of Human Resources appreciates your cooperation in ensuring the PDD usage guidelines are followed as provided.

**Questions**

If employees have questions not addressed in this memorandum, employees are encouraged to contact their Attendance Clerks.

**ESTELA GONZALES**, Chief  
Office of Human Resources