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| <b>HUMAN RESOURCES MEMORANDUM 01-010</b>             | DATE ISSUED:<br>2/16/2001 |
| SUBJECT:<br><b>REQUEST FOR PAID LEAVE OF ABSENCE</b> | REFERENCE:<br>None        |
| TO:<br>Personnel Liaisons                            | SUPERCEDES:<br>None       |

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

The California State Employees Association (CSEA) agrees to reimburse the State of California for time spent by state employees during their regular work hours on CSEA-related business. The Memorandum of Understanding states, in part, *“The Union agrees to reimburse the affected department(s) for the full amount of the affected employee’s salary, plus an additional amount equal to 35 percent (35%) of the affected employee’s salary, for all the time the employee is off on a Union leave.”*

To assure the Department of General Services (DGS) is reimbursed fully, we request Offices/Branches use the following process for *Request for Paid Leave of Absence* forms:

1. CSEA faxes or mails the request form to the Office of Human Resources (OHR) prior to the requested leave date(s).
2. The OHR confirms approval of the leave request, via email, from the respective Office/Branch Personnel Liaison or the employee’s supervisor.
3. The request form is approved by Jinny Munro, Labor Relations Manager (or designee), then
  - a. a copy is faxed to the CSEA Accounting Office, and
  - b. a copy is forwarded to the respective Personnel Liaison for processing. The original request is kept in OHR.
4. Upon completion of the employee’s Union leave, the Personnel Liaison (or designee) uses the approved request form to complete the Billing Transmittal (sample attached) and submits to the Office of Fiscal Services, Service Revolving Fund (SRF) Receivables.
5. SRF invoices CSEA for the amount due.

The amount the DGS is reimbursed can be, in some cases, significant.

Thank you for your assistance in assuring this policy is followed. Please contact Kealoha Bosque, Administrative Officer, OHR, (916) 445-3487, if you have any questions. If you have questions regarding the Billing Transmittal, please contact Luise Montgomery, (916) 327-0821.

Debra Bouler, Chief  
Office of Human Resources

mct

Enclosure: Billing Transmittal Form

CC: Eugene Pieracci, Chief, Office of Fiscal Services