

<b>HUMAN RESOURCES MEMORANDUM 07-014</b>	DATE ISSUED: 06/11/2007
SUBJECT: <b>VOLUNTARY PERSONAL LEAVE PROGRAM (VPLP) CAP</b>	REFERENCE: None
TO: Personnel Liaisons and Attendance Clerks	SUPERCEDES: None

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

**Purpose**

The purpose of this Human Resources Memorandum is to announce a cap on the maximum number of Voluntary Personal Leave Program (VPLP) hours certain employees can accrue.

**Effective Date**

Effective January 1, 2017

**Who is Affected**

The 240-hour cap applies to rank and file employees in bargaining units 1, 3, 4, 5, 10, 11, 14, 15, 17, 20, 21, and all excluded employees.

**Cancellation Process**

The State Controller's Office (SCO) and the Office of Human Resources (OHR) will identify employees at, or exceeding, the cap and will no longer post additional credits. The SCO and the OHR will also delete the employees' VPLP participation from their employment history record. This process of canceling employees' VPLP participation began with the January 2007 pay period and will occur each month, prior to the master payroll cutoff date, to prevent the VPLP salary reduction. The Personnel Specialist will notify Attendance Clerks and/or employees at the time they are being removed from the VPLP.

**Alternate Work Week**

Once an employee's VPLP balance is reduced to 120 hours or less, and the employee has not participated in the VPLP for a minimum of one year, he/she can request to enroll in the program by completing the [VPLP form](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ohr035.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ohr035.pdf>) and submit it to their Personnel Specialist.

**Questions**

If you have questions, contact your assigned Personnel Specialist or Personnel Supervisor.

/s/

MARIA J. LOPEZ, Manager  
Personnel Operations Section