

HUMAN RESOURCES MEMORANDUM 20-015		DATE ISSUED: 05/01/2020
SUBJECT: FISCAL YEAR 2019/2020 LEAVE BUY-BACK PROGRAM AND CASH OUT OF VACATION/ANNUAL LEAVE		REFERENCE: CalHR 2104
TO: All DGS Employees		SUPERCEDES: <i>None</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The purpose of this memorandum is to provide information regarding the Fiscal Year 2019/2020 Leave Buy-Back Program.

The Department of General Services will not participate in the Leave Buy-Back Program for Excluded employees or 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. The Department's participation in these programs is voluntary and subject to the availability of funds. It has been determined that funds are unavailable.

If you have questions regarding this memorandum, please contact your designated Attendance Clerk or Employee Resource Liaison.

AMY APPLGATE, Personnel Officer
Office of Human Resources

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