

HUMAN RESOURCES MEMORANDUM 26-006		DATE ISSUED: 2/18/26
SUBJECT: <b>Mentoring Program Leave</b>		REFERENCE: <a href="#">CalHR 2119</a>
TO: All Department of General Services Employees		SUPERCEDES: N/A

### Purpose

The purpose of this memorandum is to inform Department of General Services (DGS) employees about State Employee Mentoring Program leave.

### Mentoring Program

The State Employee Mentoring Program grants up to 40 hours of paid leave per year, on a matching basis, to eligible employees who mentor at-risk-youth (grades K-12). Mentoring leave is paid leave time which may only be used by an employee to mentor. Mentoring activities include structured, one-to-one relationships which are focused on the needs of at-risk children or youths organized through a *bona fide mentoring organization*. A bona fide mentoring organization is generally defined as an organization whose function includes mentoring services for children and youth and is approved by CalHR.

Employees represented by Bargaining Units (BUs) 1, 2, 3, 4, 5, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 21 and employees excluded from bargaining are eligible. Refer to each employee's applicable [Memorandum of Understanding](#) (MOU) to determine eligibility. If the information below is in conflict with the MOU, the MOU controls.

To be eligible for "mentoring leave," an employee **must**:

- Have a permanent appointment, or have successfully completed a probationary period, obtaining permanent civil service status; and
- Have committed to mentoring a child or youth through a *bona fide mentoring organization* that meets the quality assurance standards approved by CalHR for a minimum of one school year. Substantiation must be provided.

Eligible employees may receive up to 40 hours of mentoring leave per calendar year once they have used an equal amount of their personal time for these activities. An employee must use an equal amount of hours of their personal leave (i.e., annual leave, vacation, personal holiday, etc., during the workday and/or personal time during non-working hours) prior to requesting mentoring leave. For example, if an employee requests two hours of mentoring leave, the employee must have used two verified hours of their own leave prior to receiving approval for the mentoring leave. This leave does not count as time worked for purposes of overtime. Mentoring leave may not be used to travel to and from the mentoring location. Mentoring leave is not a leave bank for any purposes other than predesignated mentoring.

Permanent part-time employees may receive a prorated amount of mentoring leave based upon their time base. Permanent intermittent employees may earn up to 3.33 hours of mentoring leave for each 160 hours worked.

Requests for approval of mentoring leave are subject to operational needs of the department.

### **Application**

Mentoring leave participation must be approved by the Office of Human Resources (OHR) **prior** to participating. The employee and the program for which they volunteer must meet all eligibility criteria. Employees must understand that requests for approval of mentoring leave are subject to operational needs of the department and can be denied by the manager/supervisor.

Mentoring leave does not have to be requested in the same week or month as the personal time was used. However, the mentoring leave does have to be requested and used before the end of the calendar year.

Prior to requesting mentoring leave, an employee shall provide their manager/supervisor with verification of personal time spent and detailed mentoring activities from a *bona fide organization*.

Employees must have prior approval for the designated day on which they plan to use mentoring leave (state match time). An employee will be denied if they did not receive prior approval from OHR to use their own leave for mentoring or provide substantiation that mentoring activities were performed. They will also be denied if the employee did not request prior approval for the designation of the day they will be mentoring to earn the state match.

### **Instructions**

Below are instructions for requesting mentoring leave participation:

- 1) Managers/supervisors are to submit the employee's request to [DGSHumanResources@dgs.ca.gov](mailto:DGSHumanResources@dgs.ca.gov) with approval and relevant documentation.
  - a) Mentoring leave cannot be used until approved by OHR.
- 2) Personnel Transactions Unit Manager will review and if additional information is needed, will request it from the employee's manager/supervisor.
- 3) If approved, a letter will be sent to the employee and manager/supervisor with the approval dates.
- 4) If denied, a letter will be sent to the employee and manager/supervisor.
- 5) All approved mentoring leave will be logged and tracked on a calendar year basis.

### **Questions**

If employees have questions not addressed in this memorandum, employees are encouraged to contact their manager/supervisor.

**Mary Sue Paul**, Chief  
Office of Human Resources