

HUMAN RESOURCES MEMORANDUM 26-011		DATE ISSUED: 04/14/26
SUBJECT: Suspension of Voluntary Leave Buy-Back Program – Fiscal Year 2025/26		REFERENCE: CalHR Manual 2104
TO: All Department of General Services Employees and Client Service Agencies		SUPERCEDES: HR Memo 25-005

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to provide information regarding the Voluntary Leave Buy-Back Program for fiscal year 2025-26.

The Department of Finance has suspended the Voluntary Leave Buy-Back Program for fiscal year 2025-26. Therefore, the Department of General Services will not participate in the current fiscal year’s Leave Buy-Back Program for the buy-back of accumulated vacation/annual leave for excluded employees and represented employees in Bargaining Units 1, 2, 4, 7, 9, 10, 11, 12, 13, 14, 15, 19 and 21.

As a reminder, DGS employees are required to adhere to the maximum caps of [annual leave/vacation hours](#). As part of the 2025 Personal Leave Program, the caps for some represented and excluded employees were temporarily increased. Please refer to your specific memorandum of understanding (MOU) or work with the Office of Human Resources if you require assistance with determining your cap. An active approach is required to reduce the excess leave balances for staff who have exceeded their respective Bargaining Units' [annual leave/vacation hours](#) cap. Employees near or above the maximum of their vacation/annual leave cap should have a current [leave reduction plan](#) in place. Please refer to the Human Resources Memorandum ([HR Memo 25-013](#)) Leave Management that outlines the leave management policy, as well as the procedure for the annual submission of the [Leave Reduction Plan \(CalHR 138\)](#).

Questions

If you have questions regarding this memorandum, please email the Office of Human Resources (OHR) Business Solutions and Policy (BSP) Unit at OHRBSU@dgs.ca.gov.

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Office of Human Resources