

HUMAN RESOURCES MEMORANDUM 26-012		DATE ISSUED: 4/17/26
SUBJECT: Unused Professional Development Days		REFERENCE: CalHR Manual 2112
TO: All Department of General Services Employees and Client Service Agencies		SUPERCEDES: HR Memo 25-008

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

In 2010, the state provided most employees Professional Development Days (PDDs) for activities such as professional association activities, professional and/or personal development seminars, etc. These days are to enhance and promote both professional and personal growth goals. These activities are at the employee's expense; therefore, the choice of activity is at the employee's discretion.

PDD Hours / Days

Full-Time Employees

Full-time rank-and-file employees in Bargaining Units 1, 4, 7, 9, 10, 11, 12, 13, 14, 15, 19, and 21 shall receive two PDDs per fiscal year. Excluded and exempt employees receive two PDDs per fiscal year. Retired annuitants and seasonal classes are not eligible to receive PDD.

Part-Time Employees

Part-time employees shall be subject to the same conditions as full-time employees, on a prorated basis. The proration shall be determined based on the employee's time base consistent with the following chart:

Time Base	PDD Credit in Hours
1/10	.80
1/8	1
1/5	1.60
1/4	2
3/10	2.40
3/8	3
2/5	3.2
1/2	4
3/5	4.80

Time Base	PDD Credit in Hours
5/8	5
7/10	5.60
3/4	6
4/5	6.40
7/8	7
9/10	7.20

A part-time employee may only use up to a maximum of eight hours per PDD, regardless of the number of positions the employee holds within state service.

Permanent Intermittent Employees

Permanent intermittent employees will be eligible for PDD on a prorated basis, based on hours worked during the pay period of usage. The proration shall be based on the chart below:

Hours Worked During Pay Period	PDD in Hours for Each PDD
0 to 10.9	0
11 to 30.9	1
31 to 50.9	2
51 to 70.9	3
71 to 90.9	4
91 to 110.9	5
111 to 130.9	6
131 to 150.9	7
151 or over	8

A permanent intermittent employee may only use up to a maximum of eight hours per PDD, regardless of the number of positions the employee holds within state service.

PDD Usage Guidelines

PDDs must be used within the fiscal year earned and cannot be accumulated or cashed out. **Any unused PDDs earned in the 2025-26 fiscal year must be used by June 30, 2026.**

- PDDs must be used in whole-day increments for employees in Bargaining Unit 12 and for excluded and exempt employees.
- PDDs can be used in hourly increments by employees in Bargaining Units 1, 2, 4, 7, 11, 13, 14, 15, 19 and 21. [Work Week Group \(WWG\) E](#) employees shall not charge absences in less than whole-day increments.

- PDDs can be used in 15-minute increments for employees in Bargaining Units 9 and 10. [WWGE](#) employees shall not charge absences in less than whole-day increments.
- The value of the PDD is based on the employee's time base at the time of usage.
- PDDs must be used within the fiscal year or calendar year (refer to the Bargaining Unit language) they are granted and not accumulated or cashed out.
- PDD cannot be donated or transferred to other leave types.
- PDD may be used to supplement State Disability Insurance, Non-Industrial Disability Insurance, Temporary Disability, and Industrial Disability Leave.

PDDs are requested and approved similar to Annual Leave or Vacation. The Office of Human Resources appreciates your cooperation in ensuring the PDD usage guidelines are followed as provided.

Questions

If employees have questions not addressed in this memorandum, employees are encouraged to contact their attendance clerks.

Michael J. Bunt, Chief
Office of Human Resources