

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: April 2, 2007

LEAVE ACCOUNTING LETTER #07-005
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services DivisionRE: **VOLUNTARY PERSONAL LEAVE PROGRAM CAP**

The Department of Personnel Administration (DPA) issued Pay Letter 07-02 modifying the Voluntary Personal Leave Pay (VPLP) Differential 286 criteria, effective January 1, 2007, to add a cap on the maximum number of VPLP hours certain employees can accrue. Per DPA, the cap of 240 applies to rank and file employees in bargaining units 1, 3, 4, 5, 10, 11, 14, 15, 17, 20 and 21.

As a result, the State Controller's Office (SCO) will no longer post Earn transactions (PV05) on the CLAS for the above group of employees whose balances is 240 hours or greater.

The SCO will identify employees at or exceeding the cap and delete their VPLP from their employment history record using a 350 transaction. The 350 transaction's turnaround Personnel Action Request (PAR) will indicate "VPLP over the cap" in item 215 remarks area. This process of canceling employees VPLP participation began with the January 2007 pay period and will occur each month, prior to master payroll cutoff date, to prevent the VPLP salary reduction.

It will be the department's responsibility to determine when an employee is eligible to resume participation in the VPLP. Once an employee's VPLP balance is 120 hours or less and the employee has not participated in the VPLP program for a minimum of one year, they can request to enroll in the program. Once the employee meets the criteria for enrollment, the department must process a 350 transaction to add the VPLP.

If you have any questions regarding the eligibility criteria for VPLP, please contact DPA at (916) 323-3343 or e-mail at PSB@DPA.ca.gov. If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:CLAS:DK