



## Time Off – How Does That Work?

The new Unit 9 MOU contains provisions for the new Personal Leave Program and Professional Leave. The following describes various paid leave available to Unit 9 employees, effective April 1. Be sure to look to the Unit 9 MOU, as MOUs for other units are different both in the amount of leave available and the procedure for requesting use of it. PECG members and fee payers will be provided with a new printed copy of the MOU. In the meantime, go to the PECG website if you wish to look at the exact wording.

**Vacation** (MOU Section 5.4) is earned at seven to fourteen hours per month, depending on years of service. It is taken upon the employee's request and can only be denied based on an operational need. It may be used in 15 minute increments. Unused vacation is carried over from year to year. Management can only order you to take vacation if you exceed the year-end accumulation cap of 640 hours.

**Sick leave** is earned at eight hours per month (Section 5.1). The basis for using sick leave (illness, injury, medical examination, etc.) is listed in the MOU. Up to eight days per year may be used for attendance for an ill or injured listed relative. A doctor's certificate may only be required for an absence of more than two consecutive work days or good cause.



There are eleven **holidays** per year (Section 9.1). The MOU lists them and other details, such as what happens if the holiday falls on a weekend or other day off and the compensation if you work on the holiday.



An employee is entitled to one **personal holiday** each fiscal year (Section 9.1.C) which is credited on July 1. Like vacation, it is taken upon request by the employee and may be denied for operational needs.

**Personal leave** is new this year. An employee is credited with eight hours of personal leave, beginning on the first day of each pay period from April 2011 to March 2012. It is requested and used in the same manner as vacation. It has no cash value but can be accumulated and carried over, as long as it is used prior to separation from state service. DPA tells us the code for charging it is ~~PT~~. ← PL/11

Another new item is **Professional leave**. Employees earn two days per fiscal year, including the current fiscal year which ends on June 30. It is requested and approved in the same manner as vacation and may not be carried over from year to year. The code is ~~PL/11~~. ← PT



Overtime (Section 8.1) may be compensated in cash or **compensating time off (CTO)** at time and a half. Cash or CTO is selected at management's discretion, but the employee's preference will be considered. Overtime is time worked in excess of forty hours per week. Paid leave does not count as hours worked. Employees may accumulate up to 240 hours of CTO; amounts above that will be cashed out.

The MOU (Article 5) also contains provisions for bereavement leave, catastrophic leave, adoption leave, parental leave, jury duty/subpoena, industrial disability leave, mentoring leave, and for those who choose to enroll, annual leave (in lieu of vacation or sick leave).

An employee who chooses to serve as a member of Precinct Election Board (Section 5.13) may be granted time off. An employee who takes a listed **licensing exam** (Section 3.3) during the workday is authorized paid release time. If the exam is taken during a normal day off and the employee is successful (passes the exam), eight hours of CTO is credited.

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