



# Human Resources Manual

## 2114 - Voluntary Personal Leave Program (VPLP)

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### Category

Leave

### Audience List

- Employee Relations Officers
- Personnel Officers
- Personnel Transactions Supervisors

### Synopsis

This policy

- Provides information on the Voluntary Personal Leave Program (VPLP).
- Provides information on employee participation in the program.

### Introduction

The California Department of Human Resources (CalHR) established the VPLP to replace the mandatory Personal Leave Programs of 1993, 1994, and 2004. VPLP was implemented to serve as a cost savings tool that would also permit employees to have more time for personal pursuits. VPLP is subject to change through collective bargaining.

### Statement

VPLP allows eligible employees to receive additional leave time in return for a corresponding reduction in pay. The program is available to rank-and-file and excluded employees, and employees may voluntarily participate on a continuous basis.

For rank-and-file employees, participation in the VPLP is subject to the employee's Memorandum of Understanding (MOU). Departments shall offer rank-and-file employees the opportunity to participate in VPLP.

Excluded and exempt employee participation in VPLP shall be consistent with the provisions of California Code of Regulations, title 2, section 599.737.5. The following provisions apply to the program for excluded employees:

- Each department sets the program conditions and procedures (e.g., eligibility criteria, maximum carryover credits, operational limitations) for participation in the program.
- Participation in the program is on a voluntary basis, subject to the approval of the supervisor.
- Only permanent, full-time employees can participate in the program.
- The department reserves the right to cancel the program on a departmental, subdivisional, or individual basis at any time with a thirty (30) day notice to participating employees.
- An employee must remain in the program for twelve (12) months or unless the department establishes a lesser time period.
- Requests to cancel participation will only be granted in cases of a financial hardship and must be approved by the supervisor.
- Personal Leave must be requested and used in the same manner as vacation or annual leave.
- If an employee is placed on Industrial Disability Leave, Non-Industrial Disability Leave, or Workers' Compensation for an entire monthly pay period, exclusion from the program will occur for the month.

Departments may provide an election form to employees to elect participation in the program. For participating employees, VPLP is administered by deducting the percent equivalent to one, two, or three days from the employee's salary.

Since the program is voluntary, employees may cancel their participation in the VPLP by informing their personnel office of the request to cancel, consistent with MOU's or California Code of Regulations, title 2, section 599.737.5.

## Applicator

Upon receipt of an employee election to participate in VPLP, personnel transactions staff will document the VPLP to reduce the employee's pay by the equivalent number of days elected as defined in Pay Differential 286 – Voluntary Personal Leave Program Differential – Bargaining Units R01, R03, R04, R05, R09, R10, R11, R14, R15, R16, R17, R19, R20, R21, and Excluded.

# Authorities

- [Bargaining Contracts - MOUs](#)
- [California Code of Regulations, title 2, section 599.737.5](#)
- [Government Code section 19996.3](#)

# Resource:

## PML

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- [PML 2004-036](#): PML 2004-036 - 8/3/2004 - Personal Leave Program and Voluntary Personal Leave Program - Bargaining Units 8, 16, 17, and 19
- [PML 2004-037](#): PML 2004-037 - 8/4/2004 - Personal Leave Program and Voluntary Personal Leave Program - Excluded and Exempt Employees
- [PML 2004-044](#): PML 2004-044 - 8/31/2004 - Personal Leave Program and Voluntary Personal Leave Program
- [PML 2011-025](#): PML 2011-025 - 6/20/2011 - Voluntary Personal Leave Program (VPLP) - Bargaining Unit 10

## Related Policie

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- [2113](#): Personal Leave Program (PLP)

## Web Page:

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- [Pay Differential 286](#): Voluntary Personal Leave Program Differential – Bargaining Units R01, R03, R04, R05, R09, R10, R11, R14, R15, R16, R17, R19, R20, R21, and Excluded Employees

## Contact Person

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