

CHAPTER 22
VACATION, ANNUAL LEAVE, AND HOLIDAY-IN-LIEU

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CHAPTER 22

VACATION, ANNUAL LEAVE, AND HOLIDAY-IN-LIEU

1. DEPARTMENTAL VACATION POLICY–ALL EMPLOYEES.

a. Scheduling. Commanders shall ensure vacation schedules are consistent with the command's effective operational staffing needs. Except where a specific bargaining unit agreement exists, the following policy applies:

(1) Vacations shall be arranged to ensure proper handling of workload peaks.

(2) When preparing schedules, consideration shall be given to staffing needs with relation to accident frequency, traffic volume, and other traffic needs (special events).

(3) Separate vacation schedules shall be established for sergeants, officers, and nonuniformed employees. While vacations for officers within an Area are normally established on a single schedule, commanders may schedule special duty, motorcycle, resident post, and other officers separately after the need for such separate scheduling is clearly demonstrated and approval is obtained from the Division commander.

(4) Commanders shall submit their own vacation requests to their immediate supervisor prior to the time the vacation is to be taken.

b. Length of Vacation. Commanders shall encourage all employees to schedule vacations of a sufficient length, consistent with available vacation/annual leave credits, to provide a meaningful respite from their work situation. However, employees may take a split vacation, subject to the following seniority policy:

(1) Departmental seniority will prevail in the selection of vacation periods except when an employee elects to take a split vacation. In that event, departmental seniority will only apply to the first vacation or period selected.

(2) In the event of conflicts in the scheduling of the second vacation period, seniority will govern provided that in no case shall the scheduling of a second vacation period take priority over the initial vacation selection of any other employee on the same schedule.

c. Partial-Day Vacations. Employees may be permitted to take time off at times other than their regularly scheduled vacation period. Such use of vacation/annual leave credits must have the prior approval of the employee's immediate supervisor

who shall ensure the operation of the command is not adversely affected by granting unscheduled time off.

2. NEW EMPLOYEE ENROLLMENT PROCEDURES. All new employees are eligible to elect either the annual leave program (ALP) or the sick leave/vacation program.

a. Employees shall complete a CHP 232, Annual Leave or Sick Leave/Vacation Election.

b. Employees that fail to complete and submit the CHP 232 within 30 days will be enrolled into the sick leave/vacation program.

c. The timekeeper shall date stamp the election form and forward it to Human Resources Section (HRS) within 15 calendar days of the date stamp.

3. SICK LEAVE/VACATION PROGRAM.

a. Eligibility. All departmental employees, except statutorily exempt employees who do not accrue sick leave and vacation, are eligible to participate in the sick leave/vacation program.

b. Enrollment.

(1) Excluded Employees.

(a) Once an employee elects to enroll in the sick leave/vacation program, the employee may not elect to enroll in ALP until 24 months have elapsed from the date of enrollment.

(b) Credit begins on the first day of the pay period in which the CHP 232 is received in HRS.

(2) Represented Employees. Refer to the appropriate bargaining unit agreement.

c. Enrollment Procedures.

(1) The employee shall sign and date a CHP 232 and submit it to the timekeeper.

(2) The timekeeper shall date stamp the election form and forward it to HRS within 15 calendar days of the date stamp.

d. Conversion of Annual Leave Credits. At the time of enrollment in the sick leave/vacation program from ALP, an employee's annual leave balance will be transferred to the vacation bank. Thereafter, no annual leave credits will be accrued, and the employee will begin accruing sick leave and vacation credits.

e. Accumulation and Use of Vacation Credits.

(1) Accumulation.

(a) Nonuniformed Employees. Vacation credit is based on the length of an employee's state service as shown in the vacation allowance tables for excluded and represented nonuniformed employees. (Refer to Annex A of this chapter)

(b) Uniformed Employees. Vacation credit is based on a combination of the length of an employee's state service, representational status, and holiday-in-lieu credits as shown in the holiday-in-lieu vacation allowance tables. (Refer to Annexes B through D of this chapter)

(2) Usages.

(a) Excluded Employees. Vacation credits may be used in 15-minute increments, with the exception of employees in Work Week Group (WWG) E or SE who shall not be charged vacation credits unless they are absent for the whole day or the absence is for a work-related injury or illness.

(b) Represented Employees. Refer to the appropriate bargaining unit agreement.

f. Factors in Determining Qualifying Service.

(1) For purposes of determining vacation credits, an employee who has 11 or more working days of service in a monthly pay period shall be considered as having a complete pay period of qualifying service. In determining working days of service, time during which an employee is absent because of holidays, sick leave, vacation, compensating time off, or other leave credits shall be considered as time worked by the employee.

(2) A change of position or status without a break in service during the initial six-month qualifying period does not affect an employee's eligibility for vacation credit.

(3) Qualifying pay periods of service before and after a temporary separation, as defined in Chapter 9, Separations, of this manual, are added together in meeting the requirement for six pay periods of continuous service.

(4) A Notice of Personnel Action (NOPA), sent from HRS to the employee's command, via e-mail, will be used as notification to the employee that the absence has disqualified one pay period. The employee's command shall print two copies; one copy shall be given to the employee and the other copy shall be filed in the command's general file.

g. Full-Time Employment. On the first day of the pay period following completion of six continuous pay periods of qualifying service, a new employee is credited with vacation in accordance with the appropriate vacation allowance table. Thereafter, for each additional qualifying pay period of service, the employee receives credit on the first of the following pay period. (Refer to Annexes A through E of this chapter)

NOTE: Example—A full-time nonuniformed employee appointed on July 16, 2024, who works at least 11 working days in each of the July through December 2024 pay periods, will receive 42 hours of vacation credit on the first day of the January 2025 pay period.

h. Less Than Full-Time Employment.

(1) Part-Time Basis. On the first day of the pay period following six months of continuous service, each part-time employee is credited, on a pro rata basis, the fractional part of six months' credits for vacation. Thereafter, part-time employees receive prorated monthly vacation credit on the first day of each qualifying pay period. (Refer to Annexes F and G of this chapter).

(2) Intermittent Basis. On the first day of the pay period following completion of 960 hours of paid employment, an employee who is employed on an intermittent basis and has no less than six months of continuous service is credited with 42 hours of vacation. Thereafter, on the first of the pay period following additional service of 160 hours, the employee receives credits in accordance with the vacation allowance table. (Refer to Annex A of this chapter.)

i. Credits Not Usable Before Earned and Credited.

(1) Vacation credits cannot be used before the date they are earned and credited.

(2) When an employee who has worked 11 or more working days in a pay period is absent at the end of the pay period on dock or leave of absence which

extends into the following pay period, the vacation credits for the qualifying pay period of service are not credited or available to the employee until the date of the employee's return to work. The credits may not be applied retroactively to cover the absence on the first of the pay period.

j. Credits Earned During Certain Absences. An employee continues to earn credits while the employee is:

- (1) Absent on temporary disability compensation, or
- (2) Absent on long-term or short-term military leave if the employee has had at least one year of state service immediately prior to the active duty or a combination of continuous state service and military service equaling one year. (Refer to Chapter 8, Leave of Absence, of this manual)

k. Credits Nontransferable. Credits earned by an employee are not transferable to another employee except under the catastrophic leave program or when transferring between family members for serious health conditions or under additional circumstances listed in their bargaining unit agreement. Employees desiring to participate in these programs should refer to Chapter 13, Transfer of Leave Credits, of this manual and their bargaining unit agreement.

l. Lump Sum Payment at Separation. When an employee separates from state service, the employee receives a lump sum payment at full pay for accumulated vacation credits. When separating late in the year, refer to paragraph 9.a.(1) for deferral of some or all of the lump sum payment for tax purposes.

m. Vacation Credits Following Return to State Service.

(1) New Six-Month Qualifying Period Not Required. An employee, who was eligible to receive vacation credits at the time of separation and who returns to state service after a break in service of less than six months or an absence caused by a temporary separation, as defined in Chapter 9 of this manual, shall begin receiving vacation credits on the first of the pay period following completion of one qualifying pay period of service after returning.

(2) New Six-Month Qualifying Period Required. An employee, who returns to state service after a break in service of six months or longer caused by a permanent separation, as defined in Chapter 9 of this manual, must complete a new six-month qualifying period even though the employee was eligible to receive vacation credits at the time of separation.

(3) Credit Allowed. Credit allowed shall be determined by the employee's total state service before and after the absence. (Refer to the appropriate vacation allowance table in Annexes A through D, F, and G, of this chapter)

NOTE: Employees who are eligible and elect annual leave will not serve a waiting period

4. ANNUAL LEAVE PROGRAM.

a. General. Annual leave is an alternative to the sick leave/vacation accrual system. The annual leave program allows for replacement of traditional vacation and sick leave credits with a more discretionary use of annual leave credits.

b. Eligibility. All employees, except statutorily exempt employees who do not accrue sick leave and vacation, are eligible to participate in the annual leave program.

c. Enrollment.

(1) Excluded.

(a) Once an employee elects to enroll in ALP, the employee may not elect to enroll in the sick leave/vacation program until 24 months have elapsed from the date of enrollment.

(b) Enrollment is effective and credit begins on the first day of the pay period in which the election is received in HRS.

(c) Employees newly appointed into positions designated confidential or in positions of a limited-term or temporary nature in an eligible category may voluntarily enroll in ALP.

(d) Employees who enroll in ALP and are eligible for Nonindustrial Disability Insurance (NDI) are immediately eligible for enhanced NDI benefits. Exception: Employees who enroll in ALP while receiving NDI will continue to receive the original NDI benefit for the duration of the claim.

(2) Represented Employees. Refer to the appropriate bargaining unit agreement.

d. Enrollment Procedures.

(1) The employee shall sign and date a CHP 232 and submit it to the timekeeper.

(2) The timekeeper shall date stamp the CHP 232 form and forward it to HRS within 15 calendar days of the date stamp.

e. Conversion of Sick Leave/Vacation Credits.

(1) Vacation. At the time of enrollment, an employee's vacation balance will be transferred to the annual leave bank. Thereafter, no vacation credits will be accrued.

(2) Sick Leave. Sick leave credits will not be accrued by employees enrolled in ALP. However, sick leave balances in existence at the time of enrollment will be maintained for use by the employee for approved sick leave purposes. Sick leave credits on the books at the time of retirement will be reported to the California Public Employees' Retirement System (CalPERS) for conversion to service credit per Government Code Section 20963. Contact CalPERS for more information.

f. Accumulation and Use of Annual Leave Credits.

(1) Accumulation.

(a) Nonuniformed Employees. Annual leave credit is accumulated based on the length of an employee's state service as shown in the annual leave allowance tables. (Refer to Annexes E, H, and I, of this chapter)

(b) Uniformed Employees. Annual leave credit is accumulated based on a combination of the length of an employee's state service, representational status, and holiday-in-lieu credits as shown in the annual leave/holiday-in-lieu allowance tables. (Refer to Annexes B through D, of this chapter)

(2) Usages.

(a) Excluded Employees. Annual leave may be used in 15-minute increments for vacation and sick leave purposes, with the exception of employees in WWG E and SE who shall not be charged annual leave unless they are absent for the whole day or the absence is for a work-related injury or illness.

(b) Represented Employees. Refer to the appropriate bargaining unit agreement.

g. Factors in Determining Qualifying Service. The same provisions that apply to vacation credits apply to annual leave credits. (Refer to paragraph 3.f.)

h. Credits Not Usable Before Earned and Credited. The same provisions that apply to vacation credits apply to annual leave credits. (Refer to paragraph 3.i.)

i. Credits Earned During Certain Absences. The same provisions that apply to vacation credits apply to annual leave credits. (Refer to paragraph 3.j.)

j. Credits Nontransferable. The same provisions that apply to vacation credits apply to annual leave credits. (Refer to paragraph 3.k.)

k. Lump Sum Payment at Separation. When an employee separates from state service, the employee receives a lump sum payment at full pay for accumulated annual leave credits. When separating late in the year, refer to paragraph 9.a.(1) for deferral of some or all of the lump sum payment for tax purposes.

l. Nonindustrial Disability Insurance. Employees on the annual leave program may be eligible for NDI. Refer to bargaining unit agreements, Chapter 8, Leave of Absence, of this manual, or the Employment Development Department (EDD) for additional information.

m. Annual Leave Accrual When Employee's Representational Status Changes.

(1) The rate at which annual leave is credited depends on the employee's status with regard to representation.

(2) Employees transferring from a managerial, supervisory, confidential, exempt, or excluded position into a position subject to representation will earn annual leave credit at the rate established for represented employees.

(3) Employees reinstating to a position subject to representation who have voluntarily elected to enroll in annual leave while on a limited-term or temporary appointment in a managerial, supervisory, confidential, exempt, or excluded position will earn annual leave credit at the rate established for represented employees.

(4) Employees transferring from a represented position into an excluded position would thereafter earn annual leave credits at the rate established for excluded employees.

(5) Employees transferring from one bargaining unit to another must refer to the appropriate bargaining unit agreement.

5. HOLIDAY-IN-LIEU CREDIT-UNIFORMED EMPLOYEES ONLY.

a. General. Holiday-in-lieu credit is credit which a uniformed employee receives in lieu of having fixed state holidays and personal holidays. The purpose of holiday-in-lieu credit is to provide more flexibility in scheduling and granting time off.

b. Accrual.

(1) Holiday-in-lieu credit is added to the employee's annual leave or vacation accrual rate as shown in the holiday-in-lieu allowance tables. The first holiday-in-lieu credit is given on the employee's appointment date and on the first of each pay period thereafter. (Refer to Annexes B through D, of this chapter, for represented and excluded employees)

(2) Eight hours in lieu of a personal holiday is granted to cadets upon graduation from the Academy.

c. Attendance Reporting Requirement.

(1) Under the holiday-in-lieu concept, holidays are regular workdays. Fixed state holidays are not included in the required number of days off in the pay period.

(2) If a holiday is not a scheduled regular day off, employees must charge appropriate credits (e.g., annual leave, vacation, injury, or dock) for absences on holidays. Should an employee work a portion of the holiday, the remaining hours not worked will be charged against the appropriate credits.

(3) Employees in WWG E or SE shall be charged holiday-in-lieu credit on holidays that fall on Monday through Friday, unless the employee works on the holiday.

(4) The required hours of work for the pay period includes holidays (i.e., the January 2024 pay period required 176 hours of work instead of 160 as January had two fixed state holidays).

6. MAXIMUM ACCUMULATION.

a. Represented and Excluded Employees. Refer to the appropriate bargaining unit agreement for maximum accumulation on January 1 and provisions for accumulation in excess of the maximum allowed. As a result of the Personal Leave Program 2020 (PLP 2020), some MOUs provide temporary leave cap increases that extend to the related excluded employees.

b. Notice of Excess Accumulation on January 1 -All Employees.

(1) Employees whose vacation or annual leave balances are projected to exceed the maximum allowable leave accumulation on January 1 of the following year shall be notified by their commander or designee, that they must submit a CHP 620, Leave Reduction Plan–Uniformed; or a CHP 620N, Leave Reduction Plan–Nonuniformed, to their commander by July 1. Their CHP 620 or CHP 620N should reflect their leave reduction plan for July through December of the current year, in an effort to reduce their leave by January of the following year.

(2) On January 1, all employees who did not adhere to their vacation reduction plan submitted the preceding year, and at minimum, reduce their leave bank by the amount of their accruals plus 15 to 20 percent of the hours over the allowable maximum, may be ordered to take time off. The dates and hours the time will be taken shall be at the discretion of the commander. Employees shall make every attempt to comply with their vacation reduction plan.

(3) Exceptions to the above will be allowed when employees are:

(a) Absent on full salary under Labor Code (LC) Section 4800.5 (and not expected to return to work in time to use excess vacation or annual leave).

(b) Absent on industrial disability leave or on temporary disability supplemented by accumulated credits (and not expected to return to work in time to use excess vacation or annual leave).

(c) Absent on full sick leave after the expiration of LC Section 4800.5 time or a service-connected injury was declared permanent and stationary (and not expected to return to work in time to use excess vacation or annual leave).

(d) Prevented by the Department from taking scheduled vacation between July and December.

(e) Required to work during their scheduled vacation due to tactical alert, fire, flood, or other extreme emergency, and operating needs prevented rescheduling vacation at any other time before January 1.

(f) Assigned work of a priority or critical nature, over an extended period of time.

(4) By August 15 each year, commanders shall send HRS a copy of the CHP 620 or CHP 620N for any employees whose vacation or annual

leave balances are projected to exceed the maximum allowable leave accumulation on January 1 of the following year; who have been directed to use their excess vacation or annual leave during this calendar year due to not meeting their leave reduction plan last year; who did not meet their leave reduction plan due to meeting one of the above exemptions last year, or as provided in their bargaining unit agreement.

7. COMPUTATION OF SERVICE TO DETERMINE VACATION OR ANNUAL LEAVE GROUP CHANGE DATE-ALL EMPLOYEES.

a. Service Counted. The following apply when total state service is computed to determine a change in vacation/annual leave credit:

(1) Only qualifying pay periods of service before and after breaks in service shall be counted.

(2) Portions of nonqualifying pay periods of service shall not be counted or accumulated.

(3) Part-time service shall be accumulated until it is equal to one month of full-time service (e.g., two months of half-time service equal one month; four months of quarter-time service equal one month), and intermittent service shall be converted, with 160 hours equal to one month.

(4) Normally the period of military leave is counted as state service toward additional vacation/annual leave allowance for those employees who exercised their reinstatement rights following such leave.

b. Effective Date Vacation/Annual Leave Allowance Change. The move to a new vacation/annual leave allowance is effective the beginning of the pay period immediately following the pay period in which the qualifying service is completed. For example: An employee completes ten years and one month of service on November 30. The employee immediately moves to the next vacation/annual leave allowance and is credited with increased credit on December 1. (The employee's November CHP 71, Attendance Report, would indicate the hours earned for the new vacation/annual leave allowance in the balance box.)

8. ANNUAL NOTICES TO EMPLOYEES OF LEAVE INFORMATION.

a. During the last quarter of each year, HRS will distribute to all employees through their command an "Employee Statement of Leave Information" provided by the State Controller's Office (SCO).

b. The SCO statement contains information as of October 1 regarding leave credit balances, accrual rates, state service, maximum amount of vacation/annual leave carry-over allowed (not including holiday-in-lieu credits), and the projected amount of hours that will exceed that maximum on January 1. This statement also contains the date of the employee's next scheduled vacation/annual leave accrual rate change if it is within the next 12 months.

9. PAYMENT FOR VACATION OR ANNUAL LEAVE ACCUMULATION UPON SEPARATION.

a. Upon separation, a lump sum payment is made covering accumulated credits. The credits are projected as if the employee were taking the time off, including holidays and additional vacation or annual leave credit falling within the period of projection.

(1) For tax purposes, if an employee is separating late in the year, it may be possible to defer some or all of the lump sum vacation/annual leave payment until after January 1. If deferral of lump sum payment is desired, the employee shall notify HRS, Personnel Transactions Unit, in writing prior to separation. (Refer to Chapter 9 of this manual)

(2) Lump sum payment for vacation or annual leave shall not be made to a person who separates from a position for the purpose of accepting another position in state service except upon movement to a position in which vacation credits or annual leave are neither accrued nor used.

(3) Except for payment authorized or excluded under paragraph 9.a.(2), an employee who returns to state service during the period through which the lump sum payment was computed may refund the amount of lump sum payment which exceeds the break in service and have the balance of credits restored as though the employee had remained in state service and taken the time off.

b. If a separation is a dismissal from state service, the employee does not earn additional credits or receive payment for holidays during the period of lump sum payment.

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ANNEX A

VACATION ALLOWANCE TABLES NONUNIFORMED EMPLOYEES

**NONUNIFORMED MANAGERS, SUPERVISORS, CONFIDENTIAL AND OTHER
EXCLUDED EMPLOYEES**

<u>Length of Service</u>	<u>Vacation Allowance</u>
1 month through 36 months (3 years)	7 hours per month
37 months through 120 months (10 years)	11 hours per month
121 months through 180 months (15 years)	13 hours per month
181 months through 240 months (20 years)	14 hours per month
241 months through 300 months (25 years)	15 hours per month
301 months and over	16 hours per month

**VACATION ALLOWANCE TABLE REPRESENTED
NONUNIFORMED EMPLOYEES**

<u>Length of Service</u>	<u>Vacation Allowance</u>
1 month through 36 months (3 years)	7 hours per month
37 months through 120 months (10 years)	10 hours per month
121 months through 180 months (15 years)	12 hours per month
181 months through 240 months (20 years)	13 hours per month
241 months and over	14 hours per month

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ANNEX B

HOLIDAY-IN-LIEU, VACATION, AND ANNUAL LEAVE ALLOWANCE TABLES UNIFORMED MANAGERIAL EMPLOYEES (M05)

HOLIDAY-IN-LIEU VACATION ALLOWANCE TABLE UNIFORMED MANAGERIAL EMPLOYEES (M05)

<u>Length of Service</u>	<u>Vacation Allowance*</u>
1 month through 36 months (3 years)	20 hours per month
37 months through 120 months (10 years)	24 hours per month
121 months through 180 months (15 years)	26 hours per month
181 months through 240 months (20 years)	27 hours per month
241 months through 300 months (25 years)	28 hours per month
301 months and over	29 hours per month

HOLIDAY-IN-LIEU ANNUAL LEAVE ALLOWANCE TABLE UNIFORMED MANAGERIAL EMPLOYEES (M05)

<u>Length of Service</u>	<u>Annual Leave Allowance*</u>
1 month through 120 months (10 years)	28 hours per month
121 months through 180 months (15 years)	30 hours per month
181 months through 240 months (20 years)	31 hours per month
241 months through 300 months (25 years)	32 hours per month
301 months and over	33 hours per month

* Credit an additional 10 hours in the "Plus Earned" total on the March and June CHP 71s, Attendance Reports, to ensure the "First of Next Month" hours accurately reflect total available hours effective every April 1 and July 1 in lieu of the Cesar Chavez holiday and personal holiday (i.e., vacation employee with 301 months service earns 39 hours on July 1: 29 + 10 = 39).

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ANNEX C

HOLIDAY-IN-LIEU, VACATION, AND ANNUAL LEAVE ALLOWANCE TABLES UNIFORMED SUPERVISORY EMPLOYEES (S05)

HOLIDAY-IN-LIEU VACATION ALLOWANCE TABLE UNIFORMED SUPERVISORY EMPLOYEES (S05)

<u>Length of Service</u>	<u>Vacation Allowance*</u>
1 month through 36 months (3 years)	20 hours per month
37 months through 120 months (10 years)	24 hours per month
121 months through 180 months (15 years)	26 hours per month
181 months through 240 months (20 years)	27 hours per month
241 months through 300 months (25 years)	28 hours per month
301 months and over	29 hours per month

HOLIDAY-IN-LIEU ANNUAL LEAVE ALLOWANCE TABLE UNIFORMED SUPERVISORY EMPLOYEES (S05)

<u>Length of Service</u>	<u>Annual Leave Allowance*</u>
1 month through 120 months (10 years)	28 hours per month
121 months through 180 months (15 years)	30 hours per month
181 months through 240 months (20 years)	31 hours per month
241 through 300 (25 years)	32 hours per month
301 months and over	33 hours per month

* Credit an additional 10 hours to the monthly amount every April 1 and July 1 in lieu of the Cesar Chavez holiday and personal holiday (i.e., annual leave employee with 121 months service earns 40 hours on July 1: 30 + 10 = 40).

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ANNEX D

**HOLIDAY-IN-LIEU, VACATION, AND ANNUAL LEAVE ALLOWANCE TABLES
UNIFORMED REPRESENTED EMPLOYEES (R05)**

**HOLIDAY-IN-LIEU VACATION ALLOWANCE TABLE UNIFORMED REPRESENTED
EMPLOYEES (R05)**

<u>Length of Service</u>	<u>Vacation Allowance*</u>
1 month through 36 months (3 years)	20 hours per month
37 months through 120 months (10 years)	23 hours per month
121 months through 180 months (15 years)	25 hours per month
181 months through 240 months (20 years)	26 hours per month
241 months and over	27 hours per month

**HOLIDAY-IN-LIEU ANNUAL LEAVE ALLOWANCE TABLE
UNIFORMED REPRESENTED EMPLOYEES (R05)**

<u>Length of Service</u>	<u>Annual Leave Allowance*</u>
1 month through 36 months (3 years)	24 hours per month
37 months through 120 months (10 years)	27 hours per month
121 months through 180 months (15 years)	29 hours per month
181 months through 240 months (20 years)	30 hours per month
241 months and over	31 hours per month

* Credit an additional 10 hours to the monthly amount every April 1 and July 1 in lieu of the Cesar Chavez holiday and personal holiday (i.e., annual leave employee with 121 months service earns 39 hours on July 1: 29 + 10 = 39).

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ANNEX E

ANNUAL LEAVE ALLOWANCE TABLES NONUNIFORMED EMPLOYEES

ANNUAL LEAVE ALLOWANCE TABLE NONUNIFORMED MANAGERS, SUPERVISORS, CONFIDENTIAL, AND OTHER EXCLUDED EMPLOYEES

<u>Length of Service</u>	<u>Annual Leave Allowance</u>
1 month through 120 months (10 years)	15 hours per month
121 months through 180 months (15 years)	17 hours per month
181 months through 240 months (20 years)	18 hours per month
241 months through 300 months (25 years)	19 hours per month
301 months and over	20 hours per month

ANNUAL LEAVE ALLOWANCE TABLE NONUNIFORMED REPRESENTED EMPLOYEES

<u>Length of Service</u>	<u>Annual Leave Allowance</u>
1 month through 36 months (3 years)	11 hours per month
37 months through 120 months (10 years)	14 hours per month
121 months through 180 months (15 years)	16 hours per month
181 months through 240 months (20 years)	17 hours per month
241 months and over	18 hours per month

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ANNEX F

CHART FOR COMPUTING VACATION, SICK LEAVE, AND HOLIDAY CREDITS FOR ALL NONUNIFORMED REPRESENTED FRACTIONAL TIME BASE EMPLOYEES

TIME BASE	HOURS OF MONTHLY VACATION CREDIT PER VACATION GROUP					HOURS OF MONTHLY SICK LEAVE AND HOLIDAY
	7	10	12	13	14	8
1/5	1.40	2.00	2.40	2.60	2.80	1.60
2/5	2.80	4.00	4.80	5.20	5.60	3.20
3/5	4.20	6.00	7.20	7.80	8.40	4.80
4/5	5.60	8.00	9.60	10.40	11.20	6.40
1/8	0.88	1.25	1.50	1.63	1.75	1.00
1/4	1.75	2.50	3.00	3.25	3.50	2.00
3/8	2.63	3.75	4.50	4.88	5.25	3.00
1/2	3.50	5.00	6.00	6.50	7.00	4.00
5/8	4.38	6.25	7.50	8.13	8.75	5.00
3/4	5.25	7.50	9.00	9.75	10.50	6.00
7/8	6.13	8.75	10.50	11.38	12.25	7.00
1/10	0.70	1.00	1.20	1.30	1.40	0.80
3/10	2.10	3.00	3.60	3.90	4.20	2.40
7/10	4.90	7.00	8.40	9.10	9.80	5.60
9/10	6.30	9.00	10.80	11.70	12.60	7.20

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ANNEX G

CHART FOR COMPUTING VACATION, SICK LEAVE, AND HOLIDAY CREDITS FOR ALL NONUNIFORMED EXCLUDED FRACTIONAL TIME BASE EMPLOYEES

TIME BASE	HOURS OF MONTHLY VACATION CREDIT PER VACATION GROUP						HOURS OF MONTHLY SICK LEAVE AND HOLIDAY CREDIT
	7	11	13	14	15	16	8
1/5	1.40	2.20	2.60	2.80	3.00	3.20	1.60
2/5	2.80	4.40	5.20	5.60	6.00	6.40	3.20
3/5	4.20	6.60	7.80	8.40	9.00	9.60	4.80
4/5	5.60	8.80	10.40	11.20	12.00	12.80	6.40
1/8	0.88	1.38	1.63	1.75	1.88	2.00	1.00
1/4	1.75	2.75	3.25	3.50	3.75	4.00	2.00
3/8	2.63	4.13	4.88	5.25	5.63	6.00	3.00
1/2	3.50	5.50	6.50	7.00	7.50	8.00	4.00
5/8	4.38	6.88	8.13	8.75	9.38	10.00	5.00
3/4	5.25	8.25	9.75	10.50	11.25	12.00	6.00
7/8	6.13	9.63	11.38	12.25	13.13	14.00	7.00
1/10	0.70	1.10	1.30	1.40	1.50	1.60	0.80
3/10	2.10	3.30	3.40	4.20	4.50	4.80	2.40
7/10	4.90	7.70	9.10	9.80	10.50	11.20	5.60
9/10	6.30	9.90	11.70	12.60	13.50	14.40	7.20

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ANNEX H

**CHART FOR COMPUTING ANNUAL LEAVE AND HOLIDAY CREDITS FOR ALL
NONUNIFORMED REPRESENTED FRACTIONAL TIME BASE EMPLOYEES**

TIME BASE	HOURS OF MONTHLY ANNUAL LEAVE CREDIT PER ANNUAL LEAVE GROUP					HOURS OF HOLIDAY CREDIT
	11	14	16	17	18	8
1/5	2.20	2.80	3.20	3.40	3.60	1.60
2/5	4.40	5.60	6.40	6.80	7.20	3.20
3/5	6.60	8.40	9.60	10.20	10.80	4.80
4/5	8.80	11.20	12.80	13.60	14.40	6.40
1/8	1.38	1.75	2.00	2.13	2.25	1.00
1/4	2.75	3.50	4.00	4.25	4.50	2.00
3/8	4.13	5.25	6.00	6.38	6.75	3.00
1/2	5.50	7.00	8.00	8.50	9.00	4.00
5/8	6.88	8.75	10.00	10.63	11.25	5.00
3/4	8.25	10.50	12.00	12.75	13.50	6.00
7/8	9.63	12.25	14.00	14.88	15.75	7.00
1/10	1.10	1.40	1.60	1.70	1.80	0.80
3/10	3.30	4.20	4.80	5.10	5.40	2.40
7/10	7.70	9.80	11.20	11.90	12.60	5.60
9/10	9.90	12.60	14.40	15.30	16.20	7.20

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ANNEX I

**CHART FOR COMPUTING ANNUAL LEAVE AND HOLIDAY CREDITS FOR ALL
NONUNIFORMED EXCLUDED FRACTIONAL TIME BASE EMPLOYEES**

TIME BASE	HOURS OF MONTHLY ANNUAL LEAVE CREDIT PER ANNUAL LEAVE GROUP						HOURS OF HOLIDAY CREDIT
	7	15	17	18	19	20	8
1/5	2.20	3.00	3.40	3.60	3.80	4.00	1.60
2/5	4.40	6.00	6.80	7.20	7.60	8.00	3.20
3/5	6.60	9.00	10.20	10.80	11.40	12.00	4.80
4/5	8.80	12.00	13.60	14.40	15.20	16.00	6.40
1/8	1.38	1.88	2.13	2.25	2.38	2.50	1.00
1/4	2.75	3.75	4.25	4.50	4.75	5.00	2.00
3/8	4.13	5.63	6.38	6.75	7.13	7.50	3.00
1/2	5.50	7.50	8.50	9.00	9.50	10.00	4.00
5/8	6.88	9.38	10.63	11.25	11.88	12.50	5.00
3/4	8.25	11.25	12.75	13.50	14.25	15.00	6.00
7/8	9.63	13.13	14.88	15.75	16.63	17.50	7.00
1/10	1.10	1.50	1.70	1.80	1.90	2.00	0.80
3/10	3.30	4.50	5.10	5.40	5.70	6.00	2.40
7/10	7.70	10.50	11.90	12.60	13.30	14.00	5.60
9/10	9.90	13.50	15.30	16.20	17.10	18.00	7.20

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