

Policy

It is the California Department of Food and Agriculture's (CDFA) policy to maintain employees' vacation or annual leave balances at a level no higher than the prescribed maximum number of hours. The prescribed maximum number of hours for excluded employees and employees represented by California Statewide Law Enforcement Association (CSLEA), Service Employees International Union (SEIU), International Union of Operating Engineers (IUOE), California Attorneys, Administrative Law Judges, and Hearing Officers in State Employment (CASE) is 640. For those represented by California Association of Professional Scientists (CAPS), the maximum is 832.

Authority

[Bargaining Unit Contracts/Memorandums of Understanding](#)

California Code of Regulations, Title 2, [Sections 599.736 through 599.742.1](#), [599.752](#)

[California Department of Human Resources Online Manual Section 2124](#)

[Government Code Section 19858.7](#)

Definitions

<i>Leave Reduction Plan</i>	Outlines how employees plan to use excess leave to bring their balances below their Memorandum of Understanding (MOU) cap.
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Responsibility

<i>Human Resources Branch (HRB)</i>	Ensures leave usage requests are processed.
<i>Deputy Secretary of Administration & Finance</i>	Reviews and approves/denies additional leave requests beyond the initial 90 days when applying for retirement.
<i>Division Director</i>	Evaluates and approves/denies requests for additional time beyond the 90 days the employee requested when applying for retirement. Forwards approved requests to the Deputy Secretary of Administration and Finance for final approval.
<i>Chief Executive Officer (CEO)</i>	Evaluates and approves/denies requests for additional time beyond the 90 days the employee requested when applying for retirement. Ensures leave usage requests are processed.

Vacation/Annual Leave Accumulations

Supervisors

Monitors employee vacation or annual leave balances to ensure they are within the prescribed maximum.

Provides reasonable opportunity for employees to use vacation or annual leave commensurate with their annual accrual rate.

Ensures employees adhere to their leave reduction plan and maintain vacation or annual leave balances at or below the prescribed maximum.

Employees

Requests to use vacation or annual leave in advance from supervisor, in accordance with supervisor's procedures for requests for time off.

Uses vacation or annual leave to ensure balance do not exceed the prescribed maximum.

By January 1 of each year, submits a leave reduction plan to their supervisor to use vacation or annual leave if leave balances exceed or will exceed the prescribed maximum.

Accumulated Hours

Employees whose accumulated hours of vacation or annual leave exceed or will exceed the prescribed maximum must submit a leave reduction plan to their supervisor by January 1 of each year consistent with operational needs.

If an employee fails to submit a leave reduction plan, or fails to follow the plan, the supervisor may require the employee to use the hours that exceed the maximum at the convenience of CDFA.

Running Out Credits Upon Retirement

Upon applying for retirement, an employee entitled to a lump-sum payment for any unused or accumulated vacation or annual leave may request to take leave prior to the effective date of their retirement up to 90 days. An employee may request up to an additional 90 days of vacation or annual leave, not to exceed a total of six months. Requests for additional time beyond the 90 days require written justification and the approval of the requestor's Division Director and the Deputy Secretary of Administration and Finance or the District Agricultural Association's (DAA) CEO.

Vacation/Annual Leave Accumulations

Once approvals are obtained, the supervisor will forward the approval to the Human Resources Branch at cdfa.asd_hrb_main@cdfa.ca.gov.

The DAA will retain the original approved request and issue payment.

Distribution

Distribution of the above policy includes all employees.

If you have questions, or need further information, please contact HRB at cdfa.asd_hrb_main@cdfa.ca.gov.