

# DEADLINE APPROACHING TO CASH OUT VACATION OR ANNUAL LEAVE

Unit 9 employees whose departments have authorized cashing out vacation or annual leave hours need to request the money this month or risk missing the opportunity for the 2020-21 fiscal year.

According to PEGC's Memorandum of Understanding (MOU), **Unit 9 employees may cash out up to 80 hours of accumulated vacation or annual leave, subject to each department's discretion. Here's how it works:**

- The employing department determines before May 1 that it has sufficient funds to make the leave cash-out payments available.
- The department notifies Unit 9 **employees in May** whether it is participating in the program and, if so, announces the maximum number of leave hours each employee can cash out.
- Employees then **submit a written request to cash out** leave, up to the department's limit.
- The State issues the leave cash-out payments in June.

Note: **PLP 2020 does not reduce the value of the leave you choose to cash out.** Under the leave buy-back program, you are **paid at your normal rate of pay**, not the PLP 2020 reduced rate. **The authorization applies to rank and file employees as well as supervisors and managers.**

Here is a list of many of the largest Unit 9 employers, their leave buy-back status, and – for those that are participating – the maximum leave hours an employee may cash out.

If you encounter difficulty cashing out your leave, please email PEGC for assistance at [pecg@pecg.org](mailto:pecg@pecg.org).

The PEGC Memorandum of Understanding (MOU) authorizes Unit 9 employees to cash out up to 80 hours of accumulated vacation or annual leave each year if their department has funds available to make the payments.

DEPARTMENT	CASH OUT AMOUNT
Caltrans	Up to 80 hours
Waterboards	Up to 80 hours
CARB	Up to 80 hours
DWR	Up to 80 hours
DIR	Up to 80 hours
Conservation	Up to 80 hours
DSA	Up to 80 hours
PUC	Up to 80 hours
CalFire	Up to 80 hours
Parks	Up to 80 hours
CDPH	Up to 40 hours
OSHPD	Up to 40 hours

Unfortunately, DTSC and SLC have determined that they do not have the resources available to participate this year.