

**HUMAN RESOURCES MEMORANDUM: 10:034A**

*Expiration Date: Until Superseded*

Issue Date: December 29, 2010  
To: Supervisors, Managers, Personnel Liaisons and Attendance Clerks  
Subject: Professional Development Day – Bargaining Units 1, 4, 11, 12, 14, 15 and 21,  
Excluded and Exempt Employees

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Purpose The purpose of this memorandum is to inform employees of the provisions of Professional Development Day (PDD).

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Who is Eligible? Represented employees in bargaining units (BU) 1, 4, 11, 12, 14, 15 and 21 and Excluded and Exempt employees.

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Who is Not Eligible?

- Retired Annuitants appointed under Government Code sections 19144, 21154, 21223, 21224, 21225 and 21227.
- Maintenance and Service Occupational Trainee
- Mechanical and Technical Occupational Trainee
- CBID E-Designated Classes
- E-25 Classes
- Statutory exempts who do not earn leave credits.

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Effective Date November 2, 2010

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PDD Credit PDD will be provided each fiscal year for activities such as professional association activities, professional and/or personal development seminars, etc., to promote professional and/or personal growth and to enhance professional and/or personal goals. These activities are at the employee's expense and therefore the choice of activity is at the employee's discretion.

Full-Time Employees

Full-time employees will be credited with two (2) days per fiscal year.

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### Part-Time Employees

Part-time employees shall be subject to the same conditions as full-time employees, on a prorated basis. The pro-ration shall be determined based on the employee's time base consistent with the chart below.

<u>Time Base</u>	<u>PDD Credit</u>
1/10	1
1/8	1
1/5	2
1/4	2
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

A part-time employee may only use up to a maximum of eight (8) hours per PDD, regardless of the number of positions the employee holds within State service.

### Permanent Intermittent (PI) Employees

PI employees will be eligible for PDD on a prorated basis, based on hours worked during the pay period of usage. The pro-ration shall be based on the chart below:

<u>Hours Worked During Pay Period</u>	<u>PDD Credit</u>
0 to 10.9	0
11 to 30.9	1
31 to 50.9	2
51 to 70.9	3
71 to 90.9	4
91 to 110.9	5
111 to 130.9	6
131 to 150.9	7
151 or over	8

A PI employee may only use up to a maximum of eight (8) hours per PDD, regardless of the number of positions the employee holds within State service.

- PDD Usage
- May be used before other leave types.
  - BU 12, BU 19, Excluded and Exempt employees must use in whole day increments.
  - BU 1, 4, 11, 14, 15 and 21 may use in hourly increments. WWG E employees shall not charge absences in less than whole day increments.
  - The value is based on the employee's time base at the time of usage.
  - It must be used within the fiscal year it is granted and not accumulated or cashed out. PDD for the 2010/2011 fiscal year is available to use as of November 2, 2010.
  - It cannot be donated or transferred to other leave types.
  - It may be used to supplement SDI, NDI and IDL.
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Requesting and Approving PDD

PDD time shall be requested and approved in the same manner as vacation/annual leave. Supervisors should not request documentation for this time.

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- Additional Information
- PDD does not count as time worked for the purposes of computing cash or compensating time off for overtime.
  - When an employee who is eligible for PDD and then moves into a temporary assignment (such as a Training and Development or Out-of-Class assignment) to a position that is not eligible for PDD, the employee remains eligible for PDD.
  - When an employee who is eligible for PDD moves to a position that is not eligible for PDD before using the days/hours, the employee will carry over the remaining PDD through the end of the current fiscal year.
  - When an employee who is not eligible for PDD and is appointed to a position under SPB Rule 302.3 Acting Assignment, the employee remains ineligible for PDD.
  - For PI employees, PDD hours should be credited prior to holiday hours.
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PDD Alias

PDD usage must be reported in PAL using PDD-USE. The Global Leave Alias List has been updated to reflect the PDD alias and is available to view at the PAL webpage; <http://pal.dgs.ca.gov/default.htm>.

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Questions

Contact your assigned Classification and Pay Analyst or Personnel Transactions Specialist.

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/s/

JILL ELLWOOD, Manager  
Labor Relations and Program Improvement

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