

Memorandum

Date : February 26, 2009

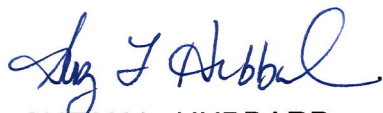
To : Associate Directors
Wardens

Subject : **FURLOUGH EXEMPTION CHANGES – CATEGORY 3**

This memorandum is to advise you that the Department of Personnel Administration has approved the conversion of all institutional staff (excluding mental/dental/medical and the Prison Industry Authority) to Category 3, or “banked furlough”. The conversion will be effective March 1, 2009. DPA approved the conversion to ensure all correctional facilities can operate efficiently during normal business hours. The employees’ furlough days will be banked for a period not to exceed 24 months from the end of the furlough program.

Any changes to the furlough designation for mental/dental/medical and PIA employees will be addressed by the management for the respective areas.

If you have any questions regarding this information, please contact Karen Vierra, Special Assistant to the Director, DAI, at (916) 323-1029.



SUZAN L. HUBBARD
Director
Division of Adult Institutions

cc: Marisela Montes
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