

Memorandum

Date : May 25, 2011

To : Associate Directors, Division of Adult Institutions
Wardens

Subject: **REQUESTING AND APPROVING PERSONAL/PROFESSIONAL DEVELOPMENT DAYS (PDD)**

The following, in part, is language from the new Bargaining Unit 6 contract and shall be adhered to regarding the request and approval of Professional and Personal Development Day Leave:

Professional Development Days (PDD) Supervisor (S06) and Manager (M06)

The State shall provide two days per *fiscal year* for 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. Supervisors shall not request documentation for this time.

This time shall be requested and approved in the same manner as vacation or annual leave, and must be used in whole day increments.

Personal Development Days (PDD) Rank and File Bargaining Unit (BU 6)

In accordance with Section 8.07 of the Memorandum Of Understanding (MOU), Bargaining Unit 6 employees will be provided two (2) PDD's per *calendar year*. The State will provide the 2011 and 2012 PDDs for a total of four (4) on January 1, 2012 to coincide with the annual leave/vacation bidding process. Employees will receive and additional two (2) PDD days in 2013.

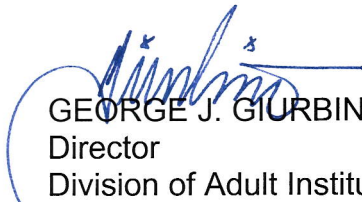
Employees in *non-posted positions* (posts that require no coverage when absent) are to use the PDDs for activities such as professional association activities, professional and/or personal development seminars, to promote professional and/or personal growth and to enhance professional and/or personal goals. These activities are at the employee's expense and therefore the choice of activity is at the employee's discretion.

Employees in *posted positions* will utilize PDDs before any other leave credits (i.e., vacation, holiday, sick leave, and furlough). PDD's are **unfunded** and therefore coverage shall be provided in accordance with the type of leave being substituted. BU 6 employees must use the two (2) days within the calendar year they are granted.

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PDDs cannot be accumulated or cashed-out. Affected employees may request to use PDDs before using other types of leave (in lieu of). PDDs do not count as time worked for purposes of computing overtime.

Should you have any questions or need additional information concerning this matter, please contact Jeri Fry, Captain, Program Support Unit, at (916) 324-6920.



GEORGE J. GIURBINO
Director
Division of Adult Institutions

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