

DEPARTMENT OF PERSONNEL ADMINISTRATION

OFFICE OF THE DIRECTOR

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SACRAMENTO, CA 95811-7258

July 30, 2009

Bonnie Garcia
Chair
California Unemployment Insurance Appeals Board
2400 Venture Oaks Way
Sacramento, CA 95833

Re: Self-Directed Furlough Implementation

Dear Chair Garcia,

We understand that the California Unemployment Insurance Appeals Board (CUIAB or Board) has been on self-directed furloughs from the beginning to allow the Board to maximize its ability to deal with the large number of appeals resulting from the difficulties in the economy. We understand that the Board's priority is to reduce the backlog, which existed before the furlough. The self-directed furlough plan gives them the ability to reduce the backlog.

This letter provides you with direction on how the self-directed furlough program should be used to maximize the Board's ability to reduce the backlog.

Employees in the self-directed furlough program have flexibility to use their furlough days during the furlough period and up to two years following the end of the furlough period. The furlough period ends June 30, 2010. This means that your CUIAB employees can use their furlough days until June 20, 2012.

The Governor's Executive Order S-13-09 orders that "all state employees covered by the original and amended furlough plans must use their accrued furlough days prior to using vacation, annual leave, personal holiday, holiday credit, personal leave plan (PLP) credit, and compensatory time off (CTO)."

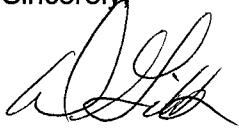
The executive order **requires** that all furlough time be taken before any of the paid leave time listed in the executive order or other similar paid leave. This executive order has the effect of superseding any prior administrative personnel orders that would interfere with this order, including any prior administrative personnel orders limiting the cap of accrued vacation to 600 hours.

Recently, the Board took action to change the work schedules to allow for all of its administrative law judges (ALJs) to work five days per week. This change will allow CUIAB to maximize the scheduling of all ALJs to reduce the backlog. In addition, the self-directed furlough plan will maximize the scheduling of all ALJs. As stated above, the self-directed furlough plan means that CUIAB is not required to schedule ALJs on furlough on a weekly basis or three days per month. Rather, the ALSs will have nearly 3 years in which to take their furloughs.

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The Board should take no action that impedes the flexibility in scheduling allowed by self-directed furloughs. CUIAB and the Employment Development Department are one of only a few departments allowed such flexibility under the Governor's executive orders.
If you have any questions, please do not hesitate to contact me at (916) 322-5193

Sincerely,

A handwritten signature in black ink, appearing to read "D. Gilb", written in a cursive style.

David A. Gilb
Director