

MEMORANDUM

DATE: December 3, 2025

TO: INTERESTED PARTIES

FROM: /s/ Michelle La Grandeur
Michelle La Grandeur
Chief, Policy Division

SUBJECT: COUNTING TIME FOR ALTERNATE RANGE CRITERIA AND LEAVE

This memo provides clarity on whether time spent on leave counts towards meeting experience requirements in “deep class” alternate range criteria (ARC).

ARC and their Relationship to the Classification Plan

There are two types of ARCs. “Deep class” alternate ranges are those used in lieu of a separate class. The State Personnel Board (SPB or Board) has authority for these ARCs.

Others, “non-deep class” alternate ranges, such as those relating to professional or educational experience (e.g., specialized degrees), work location (e.g., prisons) etc. are under the purview of California Department of Human Resources (CalHR).

This memo is applicable to only the “deep class” ARCs under the Board’s purview.

Guidance for Appointing Authorities

SPB has been made aware that appointing authorities are approaching leave time (including leaves of absence, sick leave, etc.) and counting time towards ARCs in differing ways.

When evaluating a candidate’s experience, appointing authorities should evaluate the time in the position from the date started and stopped. Any leave time used whether paid or unpaid should not be subtracted from counting as time towards meeting alternate range criteria experience.

The reasons are twofold. Firstly, it is a parity issue when comparing outside and inside candidates. Appointing authorities are not privy to leave usage for outside candidates thereby disadvantaging internal candidates. Secondly, many types of leave are protected

under the law; meaning an employee cannot suffer negative employment actions for taking the leave. Subtracting leave time could inadvertently subject employees to a negative employment action in contravention of the law.

If there are questions about this memo, please contact the Board at SPBPolicyDivision@spb.ca.gov. If there are questions about ARC interpretation, please contact your department's assigned CalHR Personnel Management Division Consultant.

Authorities

[Government Code section 18931](#)

[Government Code section 18932](#)

[California Code of Regulations, title 2, section 425](#)