

Human Resources Memorandum

SUBJECT: 2017 SEIU Open Enrollment for Annual Leave and Vacation/ Sick Leave	NUMBER: HR 17-011
	DATE ISSUED: April 14, 2017
DISTRIBUTION: CDFW Employees in SEIU Bargaining Units 1, 4, 11, and 14	EXPIRES: N/A

Pursuant to SEIU's Bargaining Unit Agreements, employees in Bargaining Units 1, 4, 11, and 14 may elect to enroll in the Annual Leave (AL) Program to receive AL credit in lieu of Vacation and Sick leave credits or enroll in Vacation/Sick (V/S) Leave Program to receive V/S credit in lieu of AL. Enrollment into and out of the AL and V/S Programs occurs annually during April's open enrollment period.

Enrollment forms must be signed, dated, and received by your Personnel Specialist no later than **April 30, 2017**. The effective date of the election shall be the first day of the June 2017 pay period.

The Annual Leave-Sick/Vacation Leave Election form is available on the California Department of Human Resources (CalHR) website at: <http://www.calhr.ca.gov/documents/calhr-875.pdf>

Information regarding the Annual Leave and Vacation Sick Leave benefits can be found on the CalHR website at: <http://www.calhr.ca.gov/employees/Pages/leave-benefits.aspx>

Should you have any questions, please contact your assigned Personnel Specialist or Diane Tulsewski, Transactions Analyst at (916) 653-2024.