

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>SEIU OPEN ENROLLMENT FOR ANNUAL LEAVE AND VACATION/SICK LEAVE</b>	<b>NUMBER:</b> <b>HRB 18-008</b>
	<b>DATE ISSUED:</b> <b>04/16/2018</b>
<b>DISTRIBUTION:</b> <b>CDFW SEIU MEMBERS</b>	<b>EXPIRES:</b> <b>Until Superseded</b>

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees in Bargaining Units 1, 4, 11, and 14 of the Annual Leave and Vacation/Sick Leave open enrollment period.

### Authorities

- SEIU Bargaining Unit Contracts
- California Department of Human Resources (CalHR)
- [State Controller's Office Leave Accounting Letter #18-004](#)

### Open Enrollment

Open enrollment for Annual Leave-Vacation/Sick Leave enrollment changes is April 1, 2018 through April 30, 2018. Pursuant to SEIU Bargaining Unit agreements, employees in Bargaining Units 1, 4, 11, and 14 may make an Annual Leave/Vacation enrollment change during the annual open enrollment period. The change will take effect the first day of the June pay period.

If you would like to make an Annual Leave/Vacation enrollment change, you must complete and submit [Annual Leave-Sick/Vacation Leave Election Form \(CalHR-875\)](#) to your assigned Personnel Specialist by **April 30, 2018**.

### Forms

- [Annual Leave-Sick/Vacation Leave Election Form \(CalHR-875\)](#)

### Resources

- [CalHR Manual Section 2102 – Annual Leave](#)
- [CalHR Manual Section 2103 – Vacation Leave](#)
- [CalHR Manual Section 2105 – Sick Leave](#)

### Contacts:

If you have any further questions, please contact your assigned Personnel Specialist.