

Human Resources Branch Memorandum

SUBJECT: One-Time Annual Leave Open Enrollment Period for Excluded Employees	NUMBER: HRB 19-018
	DATE ISSUED: 07/16/2019
DISTRIBUTION: CDFW All	EXPIRES: N/A

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) excluded employees that, as a result of CalHR Policy #1411, CalHR is offering a one-time open enrollment period for those excluded employees who recently elected the Vacation/Sick Leave Program or switched to the Vacation/Sick Leave Program and have not met the 24 month requirement.

Authority

- [CalHR Policy #1411 – Non-Industrial Disability Insurance \(NDI\)](#)

Open Enrollment

Employees must submit their [Annual Leave – Sick Leave/Vacation Election Form \(DFW 567\)](#) to the Transactions Unit via email to hrbtransaction@wildlife.ca.gov by close of business **August 29, 2019**. The effective date will be the first of the pay period in which the election was received (not prior to July 1, 2019). If an employee chooses not to participate in the one-time open enrollment option, they must remain in the Vacation/Sick Leave Program until they meet the 24-month requirement before they have the option to switch leave programs.

Employees already enrolled in Annual Leave are not required to re-enroll during this one-time open enrollment period in order to continue their current leave benefit.

Forms

- [ANNUAL LEAVE – SICK LEAVE/VACATION ELECTION FORM \(DFW 567\)](#)

Contacts

If you have any further questions, please contact Senior Personnel Specialist, Janice Moses, at (916) 651-7659 or Janice.moses@wildlife.ca.gov.