

Human Resources Branch Memorandum

SUBJECT: SEIU OPEN ENROLLMENT FOR ANNUAL LEAVE AND VACATION/SICK LEAVE	NUMBER: HRB 20-013
	DATE ISSUED: 04/23/20
DISTRIBUTION: CDFW SEIU MEMBERS	EXPIRES: Until Superseded

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)

Open Enrollment

Open enrollment for Annual Leave-Vacation/Sick Leave enrollment changes is April 1, 2020 through April 30, 2020. 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, 2020**. Please note electronic signature and/or scanned copies of the form will be accepted.

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 Rebecca Caldera, Personnel Supervisor II, at Rebecca.caldera@wildlife.ca.gov.