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| <b>HUMAN RESOURCES MEMORANDUM 14-007</b> |  | DATE ISSUED:<br>April 15, 2014                      |
| SUBJECT:                                 | <b>SEIU Open Enrollment for Annual Leave and Vacation/Sick Leave</b> | REFERENCE:<br>SEIU Bargaining Contracts, PML 07-009 |
| TO:                                      | Managers, Supervisors, Personnel Liaisons and Attendance Clerks      | SUPERSEDES:<br><i>HR Memo 13-006</i>                |

**PLEASE ENSURE THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

**Purpose** The purpose of this HR Memo is to notify SEIU employees of the annual open enrollment period for the Annual Leave Program (ALP).

**SEIU Open Enrollment** Pursuant to SEIU Bargaining Unit agreements, employees may make an Annual Leave/Vacation enrollment change during the annual open enrollment period occurring in the month of April.

During the open enrollment period, employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20 or 21 may elect to enroll into the ALP, or elect to opt out of the ALP. Enrollment in or out of the ALP will occur annually. Please see Attachment A for Annual Leave/Vacation program information.

All enrollments must be received by the employee's personnel office between April 1, 2014 and April 30, 2014. The effective date of the election shall be the first day of the June pay period.

**Employees Eligible for Continuous Enrollment** Employees who are excluded from collective bargaining, and represented employees covered by Bargaining Units 2, 5, \*6, 7, 8, 9, 10, 12, 13, 16, 18, and 19, maintain a continuous enrollment eligibility period. Employees must remain in Annual Leave or Sick Leave/Vacation for at least 24 months from the last date of election.

Enrollment is effective the first day of the pay period for the month when your employer received your form, i.e., if you submit the form in January, your enrollment will be effective in January.

\*Bargaining Unit 6 employees, your contract requires new employees to serve a six-month waiting period before you can enroll in annual leave.

**Enrollment Form**

The [Annual Leave-Sick Leave/Vacation Election Form \(CalHR 875\)](#) can be used for both the SEIU open enrollment period and for employees eligible for continuous enrollment. Employees must submit an election form to their Attendance Clerk or Personnel Specialist.

All enrollments for SEIU employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20 or 21 must be received by the employee's personnel office between April 1st and April 30th.

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**Questions**

For more information, please visit CalHR's Annual Leave website at <http://www.calhr.ca.gov/employees/Pages/annual-leave.aspx>. If you have additional questions, please contact your assigned OHR Personnel Specialist.

**ANGIE BOLDRINI**, Personnel Officer  
Office of Human Resources

AB:tbw

**THIS SUMMARY OF THE ANNUAL LEAVE PROGRAM  
APPLIES ONLY TO SEIU LOCAL 1000 EMPLOYEES  
IN BARGAINING UNITS 1, 3, 4, 11, 14, 15, 17, 20, and 21**

An opportunity to enroll into, or out of, the Annual Leave Program (ALP) is being offered to State employees in the above mentioned bargaining units. The ALP allows for the replacement of traditional vacation and sick leave credits with a more discretionary use of annual leave credits. The specific provisions include:

### ANNUAL LEAVE

Under the ALP, employees will earn six days of additional leave (in lieu of the current 12 days of sick leave) by adding four hours of annual leave credits to the existing monthly vacation accrual schedule. Employees who work less than full time will earn annual leave credits pro-rated to their time base. The table below reflects the annual leave accrual rates for full time employees.

| <b>ACCRUAL CHART<br/>REPRESENTED EMPLOYEES IN BARGAINING UNITS<br/>1, 3, 4, 11, 14, 15, 17, 20 AND 21</b> |                          |                      |
|---|--------------------------|----------------------|
| Length of Service   | Current Vacation Accrual | Annual Leave Accrual |
| 1 month to 3 years  | 7 hours/month            | 11 hours/month       |
| 37 months to 10 years   | 10 hours/month           | 14 hours/month       |
| 121 months to 15 years  | 12 hours/month           | 16 hours/month       |
| 181 months to 20 years  | 13 hours/month           | 17 hours/month       |
| 241 months and over   | 14 hours/month           | 18 hours/month       |

NOTE: Excluded employees (managerial, supervisory, etc.) who move into a represented position will accrue credits based on the chart above.

### ACCUMULATION

Based on the chart above, employees are allowed to accumulate up to a maximum of 640 hours of leave as of January 1 each year. Exceptions to this limit will only be allowed in extremely unusual situations and must be approved in advance by the director of the California Department of Human Resources (CalHR).

Upon separation or retirement, employees will receive a lump-sum payment at their current salary rate for their accumulated annual leave or vacation credits.

### EFFECTIVE DATE

Enrollments into, or out of, the ALP will occur annually during the month of April. All enrollment forms must be received by the employee's personnel office between April 1<sup>st</sup> and April 30<sup>th</sup>. The effective date of the enrollment shall be the first day of the June pay period. For example, employees who elect to participate in Sick Leave and Vacation during open enrollment, will earn such leave on the first day of the monthly pay period following a qualifying pay period. Therefore, the employee will be credited with the appropriate leave (sick and vacation credits) on the first day of the July pay period.

## ANNUAL LEAVE/VACATION

Annual leave can be used to meet an employee's need for paid time off for any management-approved absence that is covered by sick leave or vacation. When annual leave is used for sick leave purposes, the appointing power may require the employee to submit substantiation including, but not limited to, a physician statement.

Annual Leave/Vacation may be taken in 15 minute increments regardless of whether or not it is being used for sick leave, vacation, or other time off.

Upon enrolling into the ALP, an employee's vacation balance will be converted to an annual leave bank. The employee will begin accruing annual leave credits after each qualifying pay period.

Annual leave credits will revert to vacation upon opting out of the ALP. Vacation credits will begin to accrue on the first of the month following the effective date of election (July 1).

## SICK LEAVE

Sick leave credits will no longer be accrued once enrolled in the ALP. Sick leave balances in existence at the time of enrollment will be maintained for use by the employee for approved sick leave purposes. Any sick leave on the books at the time of retirement will be converted to service credit at current retirement formulas (2,000 hours of sick leave converts to one year of CalPERS service credit).

Upon opting out of the ALP, any available sick leave credits the employee has on the books may be used for sick related absences. Thereafter, the employee will accrue sick leave credits after each qualifying pay period.

## ENROLLMENT CONSIDERATIONS

Participation in the ALP or the Sick Leave/Vacation Program is a voluntary and a personal choice of each employee. An employee should carefully evaluate the leave programs to determine which is more beneficial to his or her personal needs.

Departments are responsible for providing information regarding electing into the ALP and opting out of the program. It is suggested that employees who have elected to participate in either program receive confirmation of their election. The election form and copies of any other information provided to the employees regarding the program should be kept in the employee's personnel file.