

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: April 5, 2011

LEAVE ACCOUNTING LETTER #11-004  
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **SEIU OPEN ENROLLMENT FOR ANNUAL LEAVE AND VACATION/ SICK LEAVE**

Pursuant to SEIU Bargaining Unit agreements, employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20 or 21 may make an Annual Leave/Vacation enrollment change during the annual open enrollment period occurring in the month of April. All enrollments 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 election shall be the first day of the June pay period.

Departments are responsible for keying all enrollments after the CLAS Monthly Accrual Cycle for the May leave period, scheduled for June 10<sup>th</sup>. If a transfer is made prior to the May Accruals posting, please reference the Conditions Section of the Civil Service CLAS Workbook. If your employee has elected Annual Leave, reference "Vacation and Sick Leave to Annual Leave" on Pages 74-76. For an employee electing Vacation and Sick Leave, reference "Annual Leave to Vacation/Sick Leave" on Pages 77-79. An online version of the CLAS Workbook is available at:

[http://www.sco.ca.gov/Files-PPSD/clas\\_pdf\\_cswrkbk.pdf](http://www.sco.ca.gov/Files-PPSD/clas_pdf_cswrkbk.pdf).

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:SH:CLAS