

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

DATE: April 21, 2016

LEAVE ACCOUNTING LETTER #16-004
(CIVIL SERVICE ONLY)

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

FROM: Debra Spellman, Chief
Personnel and Payroll Services Division (PPSD)

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 April. Departmental personnel offices must receive all enrollments between April 1st and April 30th. 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 10th. Please refer to the Conditions Section of the [Civil Service CLAS Workbook](#).

For employees who have elected Annual Leave, refer to "Vacation/Sick Leave to Annual Leave" on pages 75 through 77. For employees who have elected Vacation and Sick Leave, refer to "Annual Leave to Vacation/Sick Leave" on pages 78 through 80. If an employee is transferred prior to the May Accrual posting, refer to "Retroactive Corrections after Changing from VA to AL or AL to VA" on page 68.

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

DS:AJE:CLAS