

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

DATE: April 27, 2021 LEAVE ACCOUNTING LETTER #21-004

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

FROM: Jil Barraza, Chief
Personnel and 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 in April. Departmental personnel offices must receive all enrollments between April 1, 2021, and April 30, 2021. The effective date of the election is the first day of the June pay period.

Personnel offices must process enrollment changes before June 30, 2021, but no sooner than June 10, once the CLAS Monthly Accrual Cycle has posted the May accruals and departments have keyed all leave hours used for May.

Please refer to the Conditions Section of the Civil Service CLAS Workbook available online at:
https://sco.ca.gov/Files-PPSD/clas_cs_workbook.pdf.

For employees who have elected Annual Leave, refer to "Vacation/Sick Leave to Annual Leave." For employees who have elected Vacation and Sick Leave, refer to "Annual Leave to Vacation/Sick Leave." If an Open Enrollment Election change was processed prior to the May Accrual posting, refer to "Retroactive Corrections after Changing from VA to AL or AL to VA."

For additional processing information, an eLearning video for Leave Benefit Election Changes is available at:
https://sco.ca.gov/ppsd_leave_benefit_election_change.html.

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items and additional questions regarding this letter, agencies can use the following contact information:

Contact:

- [Statewide Customer Contact Center](https://www.sco.ca.gov/customer-contact-center) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [CalATERS Replacement Project](#)
- [California State Payroll System Project](#)