

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

DATE: April 4, 2025

LEAVE ACCOUNTING LETTER #25-002

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Services Division

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

Pursuant to the Services Employees International Unit (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, 2025 and April 30, 2025. The effective date of the election is the first day of the June pay period.

Personnel offices must process enrollment changes no sooner than June 12, once the California Leave Accounting System (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: [Civil Service Workbook](#).

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: [eLearning: Leave Benefit Election Changes](#).

For further information regarding leave benefits and enrollment, please reference Human Resources Manual policies [2102 Annual Leave](#) and [2103 Vacation](#).

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, agencies can use the following contact information:

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) Help and Feedback](#)

- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (SCCC) (916) 372-7200

SCO Key Initiatives:

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

Websites:

- [HR](#)
- [State Employees](#)

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