

Sample Email for HR to send to Excluded Employees

The Leave Buy-Back Program (Program) has been enhanced to allow excluded employees, with vacation or annual leave balances in excess of 640 hours as of December 1, 2016, the option to transfer future leave accruals to a Savings Plus account in lieu of or in addition to receiving a cash payment. This email is to provide you with more information about this new option.

As in the past, our department's eligibility to participate in the Program will not be determined until April 2017. However, to participate in this new option you must submit your **irrevocable** election to transfer a designated number of future leave accruals to Savings Plus, to your Human Resources Office **by December 31, 2016**.

Eligible employees electing to transfer future leave accruals to Savings Plus must complete the *Transfer Future Leave Accruals to Savings Plus* form.

- If you elect to participate in the new option to transfer your future leave accruals to Savings Plus, return the completed form to Human Resources by December 31, 2016. If you request to transfer less than the maximum hours authorized, you may request to have the excess hours paid to you as a cash payment. Additional information about requesting a cash payment will be provided at a later date.
- No action is required if you do **not** elect to participate in the new option to transfer your future leave accruals to Savings Plus. If the Program is offered in April you will still be able to request a cash payment.
- Although your vacation or annual leave accruals will continue to appear on your paycheck stub for the February through June pay periods, the number of hours you have designated to transfer to Savings Plus should be considered unavailable for use.

If we are unable to offer the Program for the 2016-17 fiscal year, the leave accruals you elected to transfer to Savings Plus will then be available for use and your election for this fiscal year (July 1 – June 30) becomes null and void.

If the Program is offered for an amount less than you elected, the lesser number of hours will transfer to Savings Plus based upon the following hierarchy: (1) 457(b) pre-tax, (2) 401(k) pre-tax, (3) 457(b) Roth, and (4) 401(k) Roth, in accordance with your election until each plan and deferral type you elect is satisfied. Any excess leave accruals will be available for you to use.

For a list of frequently asked questions and answers regarding the Program and the new option to transfer future leave accruals to Savings Plus, visit the CalHR site calhr.ca.gov/XXXX or go to the Plan Updates and Announcements section at savingsplusnow.com.

For questions related to the Program, please contact (*insert your HR contact here*).