

State of California

M E M O R A N D U M

To: PERSONNEL MANAGEMENT LIAISONS

Date: April 18, 1989
Reference Code: 89-20

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Office Staff and Employee Relations Officers
With Employees in Bargaining Units 5, 13, and 16

From: Department of Personnel Administration

Subject: Annual Leave for Bargaining Units 5, 13, and 16

In a memo dated March 10, 1989 you were notified of an open enrollment period for the Annual Leave Program for employees in bargaining units 5, 13, and 16.

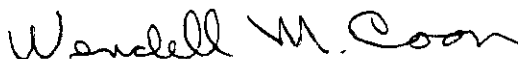
Attached to that memo were listings of employees in these bargaining units to assist you in identifying those eligible to participate in this program. These lists were to be completed and returned to the Department of Personnel Administration after the end of the open period.

It has recently come to our attention that the lists of eligible employees erroneously contained related supervisory classes.

THIS IS TO NOTIFY YOU THAT SUPERVISORS ARE NOT ELIGIBLE FOR THE ANNUAL LEAVE PROGRAM. If your listing contains names of individuals with a collective bargaining identification (CBID) of S05, S13 or S16, please delete these entries. If you have already distributed election packages to supervisory employees, please notify them directly that they are not included.

In addition, no new supervisors hired on or after January 1, 1989 for units 13 and 16 or July 1 for unit 5 should automatically be placed in the Annual Leave Program unless they were already in the Annual Leave Program through previous employment.

Thank you for your assistance. If you have any questions regarding this information, please contact the Policy Development Office at (916) 324-9351 or ATSS 454-9351.



Wendell M. Coon, Chief
Policy Development Office

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