

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS

DATE: October 29, 1993
Reference Code: 93-73

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS

FROM: Department of Personnel Administration

SUBJECT: Annual Leave Open Enrollment

As authorized by Department of Personnel Administration (DPA) Rule 599.752, the open enrollment period for the Annual Leave Program (ALP) is December 1 through December 31, 1993. This annual opportunity to enroll in the ALP is begin offered solely to employees represented by State Bargaining Units 5 and 13 as required by their contract with the State. Excluded employees and employees in State Bargaining Units 10, 12 and 16 have a continuous enrollment process and may enroll in annual leave at anytime.

For those departments with employees in Bargaining Units 5 and 13, we have enclosed the following enrollment materials to facilitate the open enrollment for annual leave:

- A listing of all eligible employees in your department;
- A detailed description of the ALP and its enhanced Nonindustrial Disability Insurance (NDI) benefits;
- An updated election form; and
- A summary sheet on which enrollment results must be reported.

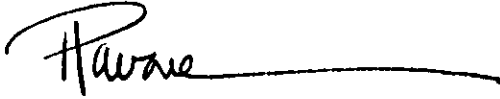
Departments should make ALP information available to each eligible employee prior to the open enrollment period. An employee's effective date for ALP participation is the first of the month following the date of the election to enroll in the program (i.e., employees who enroll in December will have a January 1, 1994 effective date.) The listing of eligible employes can be retained by departments for their records. Ample space is provided in the right margin to denote whether or not an employee enrolled during the open period.

We are also requesting that all departments report the current annual leave statistics so that we can determine whether the participation level of excluded employees exceeds 50%. DPA Rule 599. 752 specifies that upon attainment of a 50% participation or by November 1, 1995, whichever comes first, all newly appointed excluded employees shall be automatically placed in ALP. A summary sheet on which enrollment statistics can be reported is attached. The numbers provided by departments should be totals as of December 31, 1993. The completed summary should be returned to Vallita Lewis by January 31, 1994.



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If you have any questions regarding Annual Leave, the open enrollment, or the survey, please call Vallita at (916) 324-9362 or ATSS 454-9362.

A handwritten signature in cursive script, appearing to read "Pavone", followed by a horizontal line extending to the right.

Patricia Pavone, Chief
Benefits and Training Division

Attachments

