

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: April 28, 1997
REFERENCE CODE: 97-012

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Transactions Supervisors

FROM: Department of Personnel Administration
Benefits Division

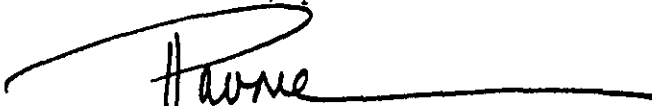
SUBJECT: Annual Leave Brochure

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The Department of Personnel Administration, Benefits Division has developed a new brochure regarding the Annual Leave Program entitled "Annual Leave, For the Time of Your Life". The brochure is designed for employees who may elect to enroll in Annual Leave, as well as employees who are automatically enrolled in the program. This brochure will explain the advantages of Annual Leave, especially the Non-Industrial Disability provisions. The brochure answers the most common questions asked about the Annual Leave Program.

We have provided you with one brochure, plus a copy that can be duplicated for your department as needed.

If you have any comments or questions about the new Annual Leave Brochure, please call or e-mail the contact person.



Patricia Pavone, Chief
Benefits Division

Attachments