

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Annual Leave Open Enrollment Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21	<b>REFERENCE NUMBER:</b> 2007-009
<b>DATE ISSUED:</b> 03/23/07	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Personnel Transactions Supervisors**

**FROM:** Department of Personnel Administration  
Classification and Compensation Division

**CONTACT:** Personnel Services Branch  
(916) 323-3343  
Fax: (916) 327-1886  
Email: [psb@dpa.ca.gov](mailto:psb@dpa.ca.gov)

This is to notify departments of the open enrollment period for the Annual Leave Program (ALP) for Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21. The open enrollment period begins April 01, 2007 through April 30; and occurs annually thereafter.

During the open enrollment period, employees may elect to enroll into the ALP, or elect to opt out, of the ALP. Enrollment into, and out of, the ALP will occur annually. All enrollment forms must be received by the employee's personnel office between April 1 and April 30. The effective date of the enrollment shall be the first day of the June pay period.

Employees who are excluded from collective bargaining, and represented employees covered by Bargaining Units 2, 5, 6, 7, 8, 9, 10, 12, 13, 16, 18, and 19, maintain a continuous enrollment eligibility period. Employees must remain in Annual Leave or Sick Leave/Vacation for at least 24 months from the last date of election.

The attached guidelines and election form may be used in order to assist departmental staff in administering the ALP. Information regarding the ALP may also be found on our website, at [www.dpa.ca.gov](http://www.dpa.ca.gov).

If your designated personnel office staff person has questions regarding opting into, or out of, the ALP, he or she may contact the Personnel Services Branch at the email address listed above.

/s/Daryll Tsujihara

Daryll Tsujihara, Chief  
Classification and Compensation Division

**THIS SUMMARY OF THE ANNUAL LEAVE PROGRAM  
APPLIES ONLY TO SEIU LOCAL 1000 EMPLOYEES  
IN BARGAINING UNITS 1, 3, 4, 11, 14, 15, 17, 20, and 21**

An opportunity to enroll into, or out of, the Annual Leave Program (ALP) is being offered to State employees in the above bargaining units. The ALP allows for the replacement of traditional vacation and sick leave credits with a more discretionary use of annual leave credits. The specific provisions include:

Annual Leave

Under the ALP, employees will earn six days of additional leave (in lieu of the current 12 days of sick leave) by adding four hours of annual leave credits to the existing monthly vacation accrual schedule. Employees who work less than full time will earn annual leave credits pro-rated to their time base. The table below reflects the annual leave accrual rates for full time employees:

<b>ACCRUAL CHART REPRESENTED EMPLOYEES IN BARGAINING UNITS 1, 3, 4, 11, 14, 15, 17, 20, AND 21</b>		
<b>Length of Service</b>	<b>Current Vacation Accrual</b>	<b>Annual Leave Accrual</b>
1 month to 3 years	7 hours/month	11 hours/month
37 months to 10 years	10 hours/month	14 hours/month
121 months to 15 years	12 hours/month	16 hours/month
181 months to 20 years	13 hours/month	17 hours/month
241 months and over	14 hours/month	18 hours/month

**NOTE:** Excluded employees (managerial, supervisory etc.) who move into a represented position will accrue credits based on the chart above.

ACCUMULATION

Based on the chart above, employees are allowed to accumulate up to a maximum of 640 hours of leave, as of January 1 each year. Exceptions to this limit will only be allowed in extremely unusual situations and must be approved, in advance, by the director of DPA.

Upon separation or retirement, employees will receive a lump-sum payment at their current salary rate for their accumulated annual leave or vacation credits.

Effective Date

Enrollments into, or out of, the ALP will occur annually during the month of April. All enrollment forms must be received by the employee's personnel office between April 1 and April 30. The effective date of the enrollment shall be the first day of the June pay period. For example, employees, who elect to participate in Sick Leave and Vacation during open enrollment, will earn such leave on the first day of the monthly pay period

following a qualifying pay period. Therefore, the employee will be credited with the appropriate leave (sick and vacation credits) on the first day of the July pay period.

### Annual Leave/Vacation

Annual leave can be used to meet an employee's need for paid time off for any management-approved absence that is covered by sick leave or vacation. When annual leave is used for sick leave purposes, the appointing power may require the employee to submit substantiation including, but not limited to, a physician statement.

Annual Leave/Vacation may be taken in 15 minute increments regardless of whether or not it is being used for sick leave, vacation, or other time off.

Upon enrolling into the ALP, an employee's vacation balance will be converted to an annual leave bank. The employee will begin accruing annual leave credits after each qualifying pay period.

Annual leave credits will revert to vacation upon opting out of the ALP. Vacation credits will begin to accrue on the first of the month following the effective date of election (July 1).

### Sick Leave

Sick Leave credits will no longer be accrued once enrolled in the ALP. Sick leave balances in existence at the time of enrollment will be maintained for use by the employee for approved sick leave purposes. Any sick leave on the books at the time of retirement will be converted to service credit at current retirement formulas (2,000 hours of sick leave converts to one year of CalPERS service credit).

Upon opting out of the ALP, any available sick leave credits the employee has on the books may be used for sick related absences. Thereafter, the employee will accrue sick leave credits after each qualifying pay period.

### Enrollment Considerations

Participation in the ALP or the Sick Leave /Vacation Program is a voluntary and a personal choice of each employee. An employee should carefully evaluate the leave programs to determine which is more beneficial to his or her personal needs.

Departments are responsible for providing information regarding electing into the ALP and opting out of the program. It is suggested that employees who have elected to participate in either program receive confirmation of their election. The election form and copies of any other information provided to the employees regarding the program should be kept in the employee's personnel file.

ANNUAL LEAVE - SICK LEAVE/VACATION ELECTION FORM

Employee Name \_\_\_\_\_ Position # \_\_\_\_\_

Last Four Digits of Social Security Number \_\_\_\_\_

Department/Location \_\_\_\_\_

Phone Number \_\_\_\_\_ CBID \_\_\_\_\_

I elect to participate in the following leave program:

- Annual Leave
- Sick Leave/Vacation

The open enrollment period to elect into, or out of, the Annual Leave Program will occur April 01 through April 30 of each year. The effective date of the election shall be the first day of the June pay period.

In Annual Leave, I understand that the accrual rate and usage provisions differ from the Sick Leave/Vacation Program. Further, if I am a current employee, I understand that when I change from one program to another, all provisions of the program I enter apply upon the effective date. However, the annual leave, sick leave, or vacation balances that I have on the date I choose a new program will continue to be available to me to use. If I have a sick leave balance upon retirement, I may convert it to CalPERS service credit.

I make this election freely and voluntarily.

Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTE: New Employees: If this election form is not returned to the Personnel Office, it will be deemed an election for the sick leave/vacation program.

<p><b>FOR PERSONNEL OFFICE USE ONLY</b> After processing election, place in employee's personnel file.</p>	
Date Election Received	Received By: