

HUMAN RESOURCES MEMORANDUM 23-005		DATE ISSUED: 4/20/2023
SUBJECT: SEIU OPEN ENROLLMENT FOR ANNUAL LEAVE AND VACATION/SICK LEAVE		REFERENCE: CalHR Manual 2102
TO: All DGS Employees		SUPERSEDES: HR Memo 22-006

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH EMPLOYEES

Purpose

The purpose of this memorandum is to notify Service Employees International Union (SEIU) employees of the annual open enrollment period for the Annual Leave or Sick Leave/Vacation Programs.

SEIU Open Enrollment Period

Pursuant to SEIU Bargaining Unit agreements, employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21 have an annual open enrollment period during the month of April. During the open enrollment period, employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, or 21 may elect to enroll into the Annual Leave or Sick Leave/Vacation Programs. Enrollment occurs annually. Enrollment forms must be received by the Office of Human Resources (OHR) by April 30, 2023, and will be processed with an effective date of June 1, 2023.

Continuous Enrollment Eligibility 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. Enrollment is effective the first day of the pay period for the month when OHR received your form (e.g., if you submit the form in January, your enrollment will be effective in January).

Enrollment Considerations

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

Process

The [Annual Leave-Sick Leave/Vacation Election Form \(CalHR 875\)](#) can be used for both the SEIU open enrollment period and for employees eligible for continuous enrollment. Electronic signatures will be accepted. Employees must submit an election form to their assigned Attendance Clerk (AC) who will then forward it to the OHR Personnel Transactions Unit (PTU) Personnel Specialist for processing. The election form will be retained in the employee's Official Personnel File (OPF).

Annual Leave

The Annual Leave Program allows for the replacement of traditional vacation and sick leave credits with a more discretionary use of annual leave credits. The number of annual leave hours accrued each qualifying pay period is based on the employees' time base, months of state service, and whether represented or excluded. 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.

Upon enrolling into the Annual Leave Program, an employee's Vacation balance will be converted to an Annual Leave bank. Sick Leave credits will no longer be accrued once enrolled in the Annual Leave Program. Sick Leave balances in existence at the time of enrollment in Annual Leave Program will be maintained for use by the employee for approved Sick Leave purposes. The employee will begin accruing Annual Leave credits after each qualifying pay period.

Information about Annual Leave is available in Human Resources Manual [Section 2102](#).

Sick Leave/Vacation

The Sick Leave/Vacation Program allows employees to receive a separate Vacation and Sick Leave accrual. The number of vacation hours accrued each qualifying pay period is based on the employee's time base, months of state service, and whether represented or excluded.

Information about Vacation is available in Human Resources Manual [Section 2103](#) and information about Sick Leave is available in Human Resources Manual [Section 2105](#).

Accrual Rates

The accrual rate and usage provisions differ in the Annual Leave and Sick Leave/Vacation Programs. A full-time employee who has 11 or more working days of service in a monthly pay period shall earn annual leave credits as set forth below. Part-time employees shall receive credits on a pro rata basis and intermittent shall receive credits based on full-time rates once they have reached 160 hours of compensated work. The tables below reflect the annual leave accrual rates for full time employees.

Accrual Rates for Rank-and-File Employees in Bargaining Units 1, 2, 3, 4, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21

Length of Service	Vacation Accrual	Annual Leave Accrual
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

Accrual Rates for Rank-and-File Employees in Bargaining Units 5, 6, and 8

Length of Service	Vacation Accrual	Annual Leave Accrual
1 month to 3 years	8 hours/month	12 hours/month
37 months to 10 years	11 hours/month	15 hours/month
121 months to 15 years	13 hours/month	17 hours/month
181 months to 20 years	14 hours/month	18 hours/month
241 months and over	15 hours/month	19 hours/month

Accrual Rates for Managers, Supervisors, Confidential, Other Excluded Employees, and Board and Commission Members

Length of Service	Vacation Accrual	Annual Leave Accrual
1 month to 3 years	7 hours/month	15 hours/month
37 months to 10 years	11 hours/month	15 hours/month
121 months to 15 years	13 hours/month	17 hours/month
181 months to 20 years	14 hours/month	18 hours/month
241 months to 25 years	15 hours/month	19 hours/month
301 months and over	16 hours/month	20 hours/month

- Employees enrolled in vacation/sick leave accrue 8 hours of sick leave per month.

Questions

If employees have additional questions, please contact your program's Attendance Clerk or designated Personnel Specialist.

DORTHIA LAMPLEY, Assistant Chief
Office of Human Resources

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