

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: April 5, 2018 LEAVE ACCOUNTING LETTER #18-004

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Marissa Revelino, Chief  
Personnel and Payroll Services Division (PPSD)

**RE: SEIU OPEN ENROLLMENT FOR ANNUAL LEAVE AND VACATION/SICK LEAVE**

Pursuant to SEIU Bargaining Unit agreements, employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20 or 21 may make an Annual Leave/Vacation enrollment change during the annual open enrollment period in April. Departmental personnel offices must receive all enrollments between April 1, 2018, and April 30, 2018. The effective date of the election is the first day of the June pay period.

Personnel offices must process enrollment changes before June 30, 2018, but no sooner than June 12, once the CLAS Monthly Accrual Cycle has posted the May accruals and departments have keyed all leave hours used for May.

Please refer to the Conditions Section of the Civil Service [CLAS Workbook](#) available online.

For employees who have elected Annual Leave, refer to "Vacation/Sick Leave to Annual Leave." For employees who have elected Vacation and Sick Leave, refer to "Annual Leave to Vacation/Sick Leave." If an employee is transferred prior to the May Accrual posting, refer to "Retroactive Corrections after Changing from VA to AL or to AL to VA."

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

MR:AJE:CLAS