

Annual Leave-Vacation/Sick Leave Election Form

1. Employee Information

Name:	Position Number:	CBID:
Classification Title:		

2. Election

I elect to participate in the following leave program effective the first day of the pay period this election is received by my personnel office.

- Annual Leave
- Vacation/Sick Leave

3. Conditions of Election

Employees must remain the leave program they have elected until they meet the conditions that allow a change between the programs. The conditions by which an employee may change programs is dependent on the bargaining unit the employee is assigned to.

Please check the box next to the statement below that applies to you based on your bargaining unit:

Employees represented by SEIU in Bargaining Units 1 and 4 (R01 and R04):

I understand I may change from Vacation/Sick Leave to Annual Leave or vice versa annually during an open enrollment period during the month of April. The effective date of the election during the open enrollment period shall become effective the first day of the June pay period.

Excluded employees and represented employees in Bargaining Unit 2 (R02):

I understand I may change from Vacation/Sick Leave to Annual Leave or vice versa no more than once every 24 months from my last election.

4. Approval

I understand the accrual rate and usage provisions differ in the Annual Leave and Vacation/Sick Leave Programs. Further, if I am a current employee, I understand 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 (converted to annual leave) balances I have on the effective date of the 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 PERS service credit according to Government Code section 20963.

I make this election freely and voluntarily.

Signature:	Date:
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This form must be completed and submitted to PayandPositionControl@CalSTRS.com.

New Employees: If this election form is not returned, it will be deemed an election for the Vacation/Sick Leave program.

For HR Use Only

Personnel Specialist Name:	
Date Election Received:	Date Keyed:
Effective Date:	Date Eligible to Change:

After processing election, place in employee's official personnel file.