

## Human Resources Branch Memorandum

SUBJECT: <b>Annual Leave Open Enrollment and FlexElect/Consolidation Benefits Cash Options Special Open Enrollment</b>	NUMBER: <b>HRB 22-009</b>
	DATE ISSUED: <b>April 1, 2022</b>
DISTRIBUTION: <b>All CDFW Employees</b>	EXPIRES: <b>N/A</b>

**Action Required**

**Informational Only**

**Control Agency Directive**

### Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees of the Annual Leave open enrollment period and a FlexElect and Consolidation Benefits (CoBen) Cash Option special open enrollment period for eligible employees.

### Authorities

- [Service Employees International Union, Local 1000 \(SEIU\) Memorandum of Understanding \(MOU\)](#)
- [California Department of Human Resources \(CalHR\) Annual Leave Policy](#)
- [CalHR Benefits Webpage](#)

### Annual Leave Open Enrollment

In accordance with the SEIU MOU, employees in bargaining units (BU) 1, 4, 11, and 14, may enroll into, or out of, the Annual Leave Program (ALP) each April. The open enrollment period this year is April 1-30, 2022.

All enrollment changes will become effective the first day of the June pay period. Annual Leave and Vacation/Sick Leave are accrued at different rates. Please refer to the applicable [MOU](#) for more information. To change your current enrollment, complete the [Annual Leave-Sick/Vacation Leave Program Election Form \(CalHR 875\)](#) form and submit it to the Human Resources Branch (HRB) via the [Ask HR](#) portal.

Enrollment forms must be completed, signed, and submitted on or before **April 30, 2022**. Please note, to be accepted, forms must be dated within the enrollment period (April 1-30, 2022).

Upon enrolling in the ALP, an employee's vacation leave balance will be converted to annual leave, and sick leave balances will be maintained for use by the employee for approved sick leave purposes.

### FlexElect and CoBen Cash Options Special Open Enrollment

The \$260 monthly Improving Affordability and Access to Healthcare benefit will end June 30, 2022, for all SEIU represented employees in BUs 1, 4, 11, and 14 and affiliated excluded employees who are **NOT** enrolled in a state-sponsored CalPERS health plan.

A special open enrollment period will be held from April 1-30, 2022, for eligible employees to enroll into the FlexElect or CoBen cash option in lieu of health and/or dental benefits. This special open enrollment period does NOT offer additional options to enroll in, cancel, or make changes to health, dental, or other benefits. This special open enrollment period is only open to employees in BUs 1, 4, 11, and 14 and affiliated excluded employees.

Enrollment into the FlexElect or CoBen Cash benefit submitted by April 30, 2022, will be effective July 1, 2022. For detailed information regarding cash option benefits, refer to the applicable handbook below:

- [2022 CoBen Handbook](#) – SEIU affiliated excluded employees
- [2022 FlexElect Handbook](#) – employees in BUs 1, 4, 11, and 14

To enroll in a cash option, complete, sign, and submit the applicable election form to the HRB via the [Ask HR](#) portal:

- [CoBen Cash Enrollment Election \(STD. 702\)](#) – SEIU affiliated excluded employees
- [Cash Option Election Form \(STD. 701C\)](#) – employees in BUs 1, 4, 11, and 14

Enrollment forms must be completed, signed, and submitted on or before **April 30, 2022**. Please note, to be accepted, forms must be dated within the enrollment period (April 1-30, 2022).

All SEIU or affiliated excluded employees currently enrolled in a state-sponsored CalPERS health plan, will continue to receive the \$260 monthly Improving Affordability and Access to Healthcare benefit payment through June 30, 2023.

To be eligible for the continued \$260 monthly payment, employees must be the subscriber of the state-sponsored CalPERS health plan. Employees enrolled as a dependent on their spouse or domestic partner's state-sponsored CalPERS health plan, will not receive the \$260 benefit payment after June 30, 2022, and must enroll in the FlexElect or CoBen Cash Option during the special open enrollment period to receive cash in lieu of health and/or dental benefits.

### **Contact**

If you have any questions or need additional information, please submit an inquiry to the HRB via the [Ask HR](#) portal.