

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: January 7, 1999

LEAVE ACCOUNTING LETTER # 99-001
CSU ONLY

To: All Campuses in the California Leave Accounting System

From: Vicki Korach, Manager
Customer Support Section

Re: PERSONAL HOLIDAY/VACATION/COMPENSATING TIME OFF

Personal Holiday/Vacation/CTO Report

On January 19, 1999, a report identifying employees who have not used their Personal Holidays for 1998 and/or have Vacation and/or Compensating Time Off (CTO) amounts in excess of the maximums allowed will be available. The amounts exceeding the benefit limits for vacation and CTO will NOT be automatically deducted from the employees' leave balances.

This report will be available on the compendium feature of CIRS. It can be found in the Campus Detail Division, Leave Accounting Category, Code B73 Cycle 9901.

If you have any questions regarding access to the report on CIRS, please call the CIRS Hot Line (916) 323-5694.

Personal Holiday

A Personal Holiday credit was posted to CLAS on January 4, 1999, for employees entitled to a 1999 Personal Holiday. As a reminder, this credit will not display on the Leave Activity and Balances (LAB) Report issued January 14, 1999, or the Statement of Earnings and Deductions (Earnings Statement) issued January 29, 1999, since these reports reflect activity for the December Leave Period. The 1999 Personal Holiday will display on the LAB issued February 11, 1999 and the Earnings Statement issued March 1, 1999.

For more detailed information regarding the display of Personal Holidays, refer to Leave Accounting Letter #95-002.

The Controller's Office will, upon request, cancel unused Personal Holidays for 1998. If you would like to have unused 1998 Personal Holidays cancelled by the Controller's Office, or if you have any questions regarding this Leave Accounting Letter, please contact Robin Smith at (916) 324-7282 or (CALNET) 454-7282. REQUESTS FOR PERSONAL HOLIDAY CANCELLATIONS MUST BE RECEIVED BY JANUARY 28, 1999.

Note: Requests have been received from the following:

CSU - Chancellor's Office
Bakersfield
Chico
Fresno
Los Angeles
Monterey Bay
Northridge
Cal Poly Pomona
Sacramento
San Bernardino
San Jose
San Marcos
Sonoma
Stanislaus

PQ:RS:bs