

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: March 8, 1999

LEAVE ACCOUNTING LETTER # 99-005
CIVIL SERVICE ONLY

To: All Agencies in the California Leave Accounting System

From: Pat Quinn Manager
California Leave Accounting Systems
Special Projects Bureau

Re: CALIFORNIA LEAVE ACCOUNTING SYSTEM (CLAS) REFRESHER COURSE AND
WORKBOOK

Leave Accounting Refresher training will be offered during April, May, and June 1999 to meet the needs of employees currently using CLAS. This is a one day session designed to review the technical aspects of the leave system. Participants should have completed an Initial Leave Accounting training course, or worked with the Leave Accounting system for at least two months.

The Leave Accounting Workbook will be distributed March, 1999. The workbook materials will be reviewed during the training session. Those attending the refresher class must bring their workbooks.

The following dates have been reserved for training sessions in Sacramento, at the State Controller's Office, 300 Capitol Mall.

DATE	TIME	ROOM
April 7	9:00-4:00	Rio Tierra Room
April 27	9:00-4:00	Rio Tierra Room
May 4	9:00-4:00	Mesa Grande Room
May 25	9:00-4:00	Rio Tierra Room
June 8	9:00-4:00	Mesa Grande Room
June 23	9:00-4:00	Rio Tierra Room

To enroll in any of these classes, or if you have any inquiries regarding the workbook, please contact the Leave Accounting phone liaison at (916) 327-0756, (CALNET) 467-0756, or Dave Edwards at (916) 324-7255, (CALNET) 454-7255, OfficeVision PDDME at CO1.