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

Date: July 6, 1999

LEAVE ACCOUNTING LETTER # 99-010

To: All Agencies/Campuses in the California Leave Accounting System

From: Vicki Korach, Manager  
Customer Support Section

Re: HOLIDAY INFORMAL TIME OFF - RESET

In order to correctly reflect year-to-date totals for Holiday Informal Time Off (HI) the State Controller's Office resets HI total hours to zero (0) at the beginning of the fiscal year. A Begin Balance transaction of zero (0) will be posted for the July leave period. THIS PROCESS WILL BE UTILIZED ONLY FOR THOSE DEPARTMENTS AND CAMPUSES REQUESTING IT.

NOTE: Requests have been received from the following:

Aging	Lanterman Dev Center
Agnews Dev Center	Metro St Hospital
Board of Equalization	Patton St Hospital
Bureau of State Audits	Pesticide Regulation
CalPERS	Porterville Dev Center
CCC	P. O. S. T.
CSU-CMA	Real Estate
Coastal Conservancy	Real Estate Appraisers
Conservation	Teacher Credentialing
Controller's	Trade and Commerce
Corporations	Treasurer's Office
CSU-Bakersfield	Toxic Substance
CSU-Los Angeles	Sonoma Dev Center
CSU-San Marcos	State Personnel Board
DMH-Vacaville	YA-Dewitt Nelson
DPA	YA-El Paso
DDS-Headquarters	YA-Fred C. Nelles
Economic Opportunity	YA-Headquarters
Education	YA-Karl Holton
Emergency Services	YA-NCYC
Energy Commission	YA-NRCC
Fair Employ & Housing	YA-PRESTON
Fairview Dev Center	YA-O.H. CLOSE
Finance	YA-SRCC
Financial Institutions	YA-SRCC

Fish & Game  
General Services  
Housing & Comm Dev  
Integrated Waste  
Justice

YA-Ventura

To be included in the automatic reset process, please contact Robin Smith by July 13, 1999 at  
(916) 324-7282, CALNET 454-7282, E-MAIL: PDRXS@VMMAIL.TEALE.CA.GOV

VK:RS:ty