

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: July 6, 1999

LEAVE ACCOUNTING LETTER # 99-011

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

From: Vicki Korach, Manager  
Customer Support Section

Re: CLAS FISCAL YEAR END PROCESSES

#### PERSONAL HOLIDAY

A Personal Holiday credit will be posted to CLAS on July 2, 1999, for employees entitled to this benefit. As a reminder, this credit will not display on the Leave Activity and Balances (LAB) Report issued July 16, 1999, or the Statement of Earnings and Deductions (Earnings Statement) issued August 1, 1999. The Personal Holiday will display on the LAB issued August 16, 1999 and the Earnings Statement issued September 1, 1999.

#### HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

A Holiday Credit will be posted to CLAS on July 6, 1999, for employees entitled to Holiday Credit in lieu of a Personal Holiday. This credit will not display on either the LAB issued July 16, 1999 or the Earnings Statement issued August 1, 1999. It will display on the LAB issued August 16, 1999 and the Earnings Statement issued on September 1, 1999.

#### USAGE ONLY LEAVE BENEFITS

On July 15, 1999, the TOTAL HOURS/DAYS USED will be reset to zero for the following fiscal year Usage Only benefits:

- Military Days
- Military Hours
- Emergency Military Days
- Emergency Military Hours
- Bereavement Leave
- Professional Training
- Paid Educational Leave
- Continuing Medical Education Leave
- Administrative Time Off
- Subpoenaed Witness

If you have any questions regarding this Leave Accounting Letter, please contact Robin Smith at (916) 324-7282 or (CALNET) 464-7282, E-mail: PDRXS@VMMAIL.TEALE.CA.GOV, or contact the Leave Accounting Unit at (916) 327-0756 or (CALNET) 467-0756, E-mail: PDDRK@VMMAIL.TEALE.CA.GOV.

VK:RS:bs