

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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

Date: December 7, 1999

LEAVE ACCOUNTING LETTER # 99-012

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

From: Vicki Korach, Manager  
Customer Support Section

Re: HOLIDAY INFORMAL TIME OFF

The State Controller's Office is prepared to support CLAS participants with an automated process to update Holiday Informal Time Off (HOL ITO) with the appropriate hours.

The Personnel/Payroll Services Division (PPSD) will update CLAS with HOL ITO 'EARN' transactions for full time and part time employees covered by the Fair Labor Standards Act in accordance with instructions from the Department of Personnel Administration and the Chancellor's Office. PPSD will post HOL ITO 'EARN' transactions on December 29, 1999, ONLY IF REQUESTED.

NOTE: The following participants are scheduled for the automated process based on previous year requests.

- Aging
- Agnews Dev Center
- Board of Equalization
- Boating & Waterways
- CA Conservation Corps
- CA Maritime Academy
- Cal Expo
- Coastal Conservancy
- Community Services & Development
- Conservation
- Consumer Affairs
- Controller's
- Corporations
- CSU-Bakersfield
- CSU-Los Angeles
- CSU-San Marcos

Developmental Services

DPA  
Education  
Emergency Services  
Energy Commission  
Fair Employment & Housing  
Fairview Dev Center  
Finance  
Fish and Game  
Food & Agriculture  
General Services  
Housing and Community Development  
Integrated Waste Management  
Justice  
Lands Commission  
Lanterman Dev Center  
Library  
Lottery  
Metro State Hospital  
Patton State Hospital  
PERS  
Personnel Board  
Pesticide Regulations  
P.O.S.T.  
Real Estate  
Real Estate Appraisers  
Sonoma Dev Center  
State Audits  
State Banking  
Toxic Substance Control  
Trade and Commerce  
Treasurer's Office  
YA-DeWitt Nelson  
YA-El Paso de Robles  
YA-Fred C. Nelles  
YA-Headquarters  
YA-Karl Holton  
YA-N.A Chaderjian  
YA-NCYC  
YA-NRCC  
YA-O.H. Close  
YA-Preston  
YA-SRCC  
YA-Ventura

Intermittent employees cannot be included in the automated process to post HOL ITO 'EARN' transactions since their HOL ITO time is based on time worked in December. Once you determine the correct amount of HOL ITO due your intermittent employees, you may enter 'EARN' transactions (HI05) on CLAS via PIP or on-line.

Detailed information regarding maintenance of HOL ITO on CLAS can be found in Leave Accounting Letter #95-004.

If you wish to be included in the automated process, please contact Robin Smith at (916) 324-7282 or (CALNET) 454-7282 by DECEMBER 27, 1999.

VK:pn

