

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: December 23, 1999

LEAVE ACCOUNTING LETTER # 99-014

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

From: Vicki Korach, Manager
Customer Support Section

Re: USAGE ONLY BENEFITS

On January 28, 2000, the State Controller's Office will process transactions that will reset the TOTAL HOURS/DAYS USED to zero for the following calendar year Usage Only Benefits:

CIVIL SERVICE

Jury Duty
Union Time Off
Mentor Leave
Dock

CSU

Jury Duty
Funeral Leave
Union Time Off
Maternity/Paternity/Adoption Dock

If you have any questions regarding this Leave Accounting Letter, please contact the Leave Accounting Phone Liaison Unit at (916) 327-0756 or (CALNET) 467-0756.

VK:pq