

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 27, 1999

LEAVE ACCOUNTING LETTER # 99-015
CIVIL SERVICE ONLY

To: All Agencies in the California Leave Accounting System

From: Vicki Korach, Manager
Customer Support Section

Re: HOLIDAY CREDITS IN LIEU OF SATURDAY HOLIDAY

Pursuant to the Department of Personnel Administration's pending PML, holidays that fall on a Saturday will be posted as Holiday Credit (HC) hours on the California Leave Accounting System (CLAS).

The State Controller's Office will support CLAS participants through an automated process. Holiday Credits in lieu of Saturday Holiday (HC12) will be posted for eligible full time and part time employees. Hours for December 25, 1999 and January 1, 2000 will be posted on December 29, 1999 and January 3, 2000 respectively.

EMPLOYEES WHO WILL NOT BE INCLUDED IN THE AUTOMATED PROCESS

As a result of Bargaining Unit (BU) language, the following groups will not be included in the automated process:

- 1) BU 5 - Highway Patrol
- 2) BU 8 - Fire Fighter
- 3) Class Code 8979, Fire Fighters in BU 7

In addition, Roll 3 hourly paid monthly employees or Roll 4 hourly paid semi-monthly employees will not be automated. For intermittent employees entitled to Holiday Credit in lieu of Saturday Holiday (HC12), post the appropriate number of hours via PIP or on-line to CLAS using the B50-LB TRANSACTION ENTRY screen.

TEMPORARY SEPARATION

Employees on Temporary Separation, less than the full month in which the holiday falls on a Saturday, may receive the automated posting of Holiday Credit (HC12) in error during the mass update. Please verify employees on a Temporary Separation and if Holiday Credits are posted in error, void the transaction using the B52-LB VOID TRANSACTION ENTRY screen.

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

VK:pq