

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: February 14, 2000

LEAVE ACCOUNTING LETTER # 00-005  
CIVIL SERVICE ONLY

To: All Agencies in the California Leave Accounting System

From: Vicki Korach, Manager  
Customer Support Section

Re: HOLIDAY CREDITS

Pursuant to the Department of Personnel Administration's PML 2000-007, holidays that fall on a Saturday will be posted as Holiday Credit (HC) hours. Holiday Credits for February 12, 2000 for eligible full time and part time employees on the California Leave Accounting System (CLAS), will be automatically posted to CLAS on February 15, 2000.

NOTE: When an employee receives Holiday Pay for working on a Saturday holiday, key a cashout transaction (HC36) on the B50 screen for the amount of the Holiday Credit posted to the employee's record.

#### EMPLOYEES NOT INCLUDED IN THE AUTOMATED PROCESS

Pursuant to Collective Bargaining agreements, the following groups will not be included in the automated process:

- 1) BU 5 - Highway Patrol
- 2) BU 8 - Fire Fighters
- 3) Class Code 8979, Fire Fighters in BU 7
- 4) Class Code 9001, Fire Fighters in BU 6

In addition, Roll 3 hourly paid monthly employees, Roll 4 hourly paid semi-monthly employees and Roll 7 bi-weekly employees will not be automated. For intermittent employees entitled to Holiday Credit, post the appropriate number of hours via PIP or on-line to CLAS using the B50-LB TRANSACTION ENTRY screen.

#### TEMPORARY SEPARATION

Employees on a Temporary Separation may receive the automated posting of Holiday Credit (HC12) in error during the mass update. Please verify the eligibility for these employees and if Holiday Credits were 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