

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: April 14, 2000

LEAVE ACCOUNTING LETTER # 00-008  
CIVIL SERVICE ONLY

To: All Agencies in the California Leave Accounting System

From: Vicki Korach, Manager  
Customer Support Section

Re: CONVERTING SATURDAY HOLIDAY BALANCES TO HOLIDAY CREDIT

On Monday, April 24, 2000, an automated process will convert Saturday Holiday balances to Holiday Credit for all hours earned prior to the 12/99 leave period. The November 1999 leave period will reflect the converted Credit Adjust (HC14) balance. For agencies that converted to CLAS after November 1999, a separate process will be performed during the May 2000 leave period.

Effective Monday, May 1, 2000, the following Saturday Holiday transaction types will be invalid:

SH01 - Use  
SH04 - Use in Lieu of Sick Leave  
SH05 - Earn  
SH14 - Credit Adjust  
SH24 - Begin Balance  
SH70 - Use School  
SH71 - Use in Lieu Family Sick  
SH81 - Use Mentor Matching  
SHDW - Use Disability Waiting Period  
SHIE - In Lieu of Excess  
SHPI - Use Pending IDL  
SHPL - Use Pending LC4800  
SHPT - Use Pending TD  
SHRI - Restore IDL  
SHRL - Restore LC4800  
SHRN - Restore NDI  
SHRT - Restore TD  
SHSI - Use IDL SUPP  
SHSN - Use NDI SUPP  
SHST - Use TD

Valid Saturday Holiday transaction types are listed below:

SH15 - Debit Adjust

SH35 - Cancel

SH36 - Cash Out

SH37 - Lump Sum

SH44 - Transfer to EE

SH48 - Transfer to Release Time Bank(Union)

If you have any questions regarding this Leave Letter, contact the Leave Accounting Liaison Unit at (916)327-0756 (CALNET) 426-0756.

VK:rs