

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: June 20, 2000

LEAVE ACCOUNTING LETTER # 00-010

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

From: Vicki Korach, Manager  
Customer Support Section

Re: CLAS FISCAL YEAR END PROCESSES

#### PERSONAL HOLIDAY

A Personal Holiday credit will be posted to CLAS on July 5, 2000 for employees entitled to this benefit. This credit will display on the Leave Activity and Balances (LAB) Report issued August 16, 2000 and the Statement of Earnings and Deductions/Direct Deposit Advice dated August 31, 2000.

#### HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

A Holiday Credit will be posted on CLAS on July 5, 2000 for employees entitled to Holiday Credit in lieu of Personal Holiday. This credit will display on the LAB issued August 16, 2000 and the Statement of Earnings and Deductions/Direct Deposit Advice dated August 31, 2000.

Holiday Credit will be posted for employees serving a waiting period. If an employee is not entitled to a Holiday Credit while serving a waiting period, the agency is responsible for voiding the Holiday Credit transaction.

#### USAGE ONLY LEAVE BENEFITS

On July 14, 2000 the Controller's Office will process transactions that will reset the TOTAL HOURS/DAYS USED to zero for the following fiscal year Usage Only benefits:

- Military Days
- Military Hours
- Emergency Military Days
- Emergency Military Hours
- Bereavement Leave
- Professional Training
- Paid Educational Leave
- Continuing Medical Education Leave
- Administrative Time Off
- Subpoenaed Witness

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

VK:rs