

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: January 16, 2001 LEAVE ACCOUNTING LETTER # 01-001

To: Campuses in the California Leave Accounting System (CLAS)

From: Vicki Korach, Manager
Customer Support Section

Re: PERSONAL HOLIDAY POST AND CANCEL

PERSONAL HOLIDAY POSTING

A Personal Holiday credit was posted to CLAS on January 3, 2001 for all eligible employees. The Personal Holiday will display on the January Leave Activities and Balances report, generated on February 14, 2001 and on the February Statement of Earnings and Deductions (Earnings Statement) dated March 1, 2001.

PERSONAL HOLIDAY CANCEL

On January 22, 2001, a CIRS report will be available that identifies those employees who have not used their Personal Holidays for 2000. This report can be accessed via the compendium feature of CIRS in the Campus Detail Division, Leave Accounting Category, Code B73 Cycle 0101. If you have any questions regarding access to the CIRS report, please contact the CIRS hot line at (916) 323-5694.

Upon request, the State Controller's Office will cancel used Personal Holidays for the 2000 calendar year on January 30, 2001.

The following campuses have requested that unused Personal Holiday be cancelled:

Chancellor's Office
California Maritime Academy

Cal Poly Pomona
CSU - Bakersfield
CSU - Chico
CSU - Dominguez Hills
CSU - Fresno
CSU - Hayward
CSU - Humboldt
CSU - Los Angeles
CSU - Monterey Bay
CSU - Northridge
CSU - Sacramento
CSU - San Diego
CSU - San Jose
CSU - San Marcos
CSU - Sonoma
CSU - Stanislaus

If you wish to have your campus included in this process,
lease contact Robin Smith via E-MAIL at RSMITH@SCO.CA.GOV or
by phone at (916) 324-7282 by January 29, 2001.

VK:DE