

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 17, 2001 LEAVE ACCOUNTING LETTER # 01-003

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

From: Vicki Korach, Manager
Customer Support Section

Re: USAGE ONLY BENEFITS

On January 30, 2001, the State Controller's Office will
Reset the TOTAL HOURS/DAYS USED to zero for the following
Calendar year Usage Only Benefits:

CIVIL SERVICE

CSU

Dock

Funeral Leave

Jury Duty

Jury Duty

Mentor Leave

Maternity/Paternity/Adoption

Union Time Off

Union Time Off

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

VK:rs