

STATE OF CALIFORNIA

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CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
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P.O. Box 942850
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Date: March 27, 2001

LEAVE ACCOUNTING LETTER # 01-009
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: VICKI KORACH, Manager
Customer Support Section

RE: **HOLIDAY CREDIT - CESAR CHAVEZ DAY**

Pursuant to the Department of Personnel Administration's PML 2001-005 "Saturday Holiday" is no longer a valid Leave Benefit. Holidays that fall on a Saturday will be posted as Holiday Credit. Holiday Credit hours for March 31, 2001 (Cesar Chavez Day) for eligible full time and part time employees will be automatically posted to CLAS on March 30, 2001.

THE FOLLOWING GROUPS OF EMPLOYEES ARE EXCLUDED FROM THE AUTOMATED PROCESS:

- Class Types F and J (not eligible)
- Bargaining Unit 5 - Highway Patrol (credit included in monthly accrual)
- Bargaining Unit 6 - Class Code 9001 (posted quarterly)
- Bargaining Unit 7 - Class Code 8979, 1662-1665 (rates differ)
- Bargaining Unit 8 - Fire Fighters (floating holiday)
- Roll Code 3 - hourly paid monthly (posted manually)
- Roll Code 4 - hourly paid semi-monthly (posted manually)
- Roll Code 7 - bi-weekly (posted manually)

SPECIAL INSTRUCTIONS:

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

For intermittent employees entitled to Holiday Credit, post the appropriate number of hours via PIP or CLAS using the B50-LB TRANSACTION ENTRY screen.

Employees on a Temporary Separation may receive the automated posting of Holiday Credit (HC05) in error due to timing constraints associated with the mass update. Please verify the eligibility for these employees and if Holiday Credit was posted in error, void the transaction using the B52-LB VOID TRANSACTION ENTRY screen. Departments with MIRS access may wish to identify employees that meet this condition.

Please refer to Leave Accounting Letter #00-009 for "Holiday Credit Special Procedures" when an employee transfers from one CLAS participating agency to another.

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

VK:rs