

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: July 03, 2001

LEAVE ACCOUNTING LETTER # 01-011

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/HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

A Personal Holiday accrual (PH10) will be posted to CLAS on the evening of July 3, 2001 for employees entitled to this benefit. The Personal Holiday accrual process will not post an accrual for employees serving a waiting period. Upon completion of an employee's waiting period, CLAS will automatically post a Personal Holiday for the employee.

Holiday Credit in lieu of Personal Holiday (HC09) will also be posted on July 3, 2001 for those employees entitled to this benefit. If an employee is serving a waiting period, agencies will need to void the Holiday Credit in lieu of PH transaction, and once the employee completes his/her waiting period, the agency should post the HC09 transaction using the B50 - Leave Benefit Transaction Entry screen.

An employee currently on a temporary separation will not receive a Personal Holiday accrual nor a Holiday Credit in lieu of Personal Holiday since they are not eligible while out on a temporary separation. When the employee returns from a temporary separation, the agency should post the appropriate transaction.

The Personal Holiday or Holiday Credit in Lieu of PH transaction will display on the Leave Activity and Balances (LAB) Report issued August 16, 2001, and the Statement of Earnings and Deductions/Direct Deposit Advice issued August 31, 2001.

USAGE ONLY LEAVE BENEFITS

On July 13, 2001 the State Controller's Office will process transactions that will reset the TOTAL HOURS/DAYS USED to

zero for the following fiscal year Usage Only benefits:

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

* Paid Educational Leave for Bargaining Unit 20 employees will not be reset to zero due to multi-fiscal year usage rules contained in the current bargaining contract. If an employee has reached the end of the fiscal year(s), the agency should post a Begin Total (27) transaction with an amount of zero.

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

VK:jmh