

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: July 12, 2001

LEAVE ACCOUNTING LETTER #01-012
(CIVIL SERVICE ONLY)

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

FROM: Vicki Korach, Manager
Customer Support Section

RE: HOLIDAY INFORMAL TIME OFF RESET (CIVIL SERVICE)

Per the Department of Personnel Administration (DPA) and effective immediately, Holiday Informal Time Off (HI) balances for civil service agencies will no longer be reset to zero each July. Employee's HI balances will be maintained until the hours are actually used. This includes employees transferring between agencies. HI is not available for cash-out, therefore, agencies should allow employees to use their HI prior to separation.

Questions regarding this policy change should be directed to Vickie Cooley at DPA, (916) 324-0450. For Leave Accounting System questions, please contact the Leave Accounting Liaison Unit at (916) 327-0756 or (CALNET) 467-0756.

VK:jmh