

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 19, 2001

LEAVE ACCOUNTING LETTER # 01-013
(CSU Only)

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

From: Vicki Korach, Manager
Customer Support Section

Re: HOLIDAY INFORMAL TIME OFF RESET (CSU)

In order to correctly reflect fiscal year-to-date totals for Holiday Informal Time Off (HI) the State Controller's Office resets unused HI balances to zero (0) for campuses requesting this service each July. The State Controller's Office will be posting Begin Balance transactions with an amount of zero (0) on July 31, 2001 for the July leave period.

The following campuses opted to have their balances reset in July 2000, and are currently scheduled to participate in the automated HI Reset process on July 31, 2001:

CSU, Bakersfield
CSU, Chico
CSU, California Maritime Academy
CSU, Los Angeles
CSU, San Marcos

To be added to the automatic reset process, please contact Debra Mason by July 23, 2001 at (916) 324-7256, (CALNET) 454-7256 or E-MAIL: dmason@sco.ca.gov.

VK:dm