

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: December 21, 2001

LEAVE ACCOUNTING LETTER # 01-016
(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

The CLAS automated process to update the Holiday Informal Time Off will be run on December 27, 2001.

Per the Department of Personnel Administration (DPA) Holiday Informal Time Off (HOL ITO) will be posted for full-time and part-time employees who are in Work Week Groups 2, 4C, E and SE. Additionally, per DPA these transactions will be posted for ALL agencies and usage of these hours must be reported.

Intermittent employees cannot be included in the automated process to post the HOL ITO 'EARN' transactions since their HOL ITO time is based on time worked in December. The transactions (HC05) for these employees must be posted online by the agencies using the B50-Leave Benefit Transaction Entry screen. As stated in PML #2001-066, intermittent employees working 1-43 hours will earn one hour, intermittent employees working 44-87 hours will earn 2 hours and intermittent employees working 88 hours or more will earn four hours.

If you have any questions regarding this letter please contact the Leave Accounting Liaison at (916) 327-0756.

VK:dm