

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 2, 2002

LEAVE ACCOUNTING LETTER # 02-012

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: USAGE ONLY BENEFITS - FISCAL YEAR RESET

On July 15, 2002, Begin Total transactions for Fiscal Year Usage Only benefits will be posted to the California Leave Accounting System. These transactions will be posted for the July 2002 leave period and will reset the TOTAL HOURS/DAYS used to zero. Begin Total transactions will be posted for the following benefits:

- Administrative Time Off
- Bereavement Leave
- Continuing Medical Education Leave
- Emergency Military Leave - Days
- Emergency Military Leave - Hours
- Military Leave - Days
- Military Leave 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 bargaining unit's contract. If the benefit's fiscal year tracking period has ended, the agency must post a Begin Total (27) transaction with an amount of zero to reset the benefit.

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

RH:dm