

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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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 # 02-013  
(CSU Only)

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

From: RON HUTCHESON, Manager  
Customer Support Section

Re: HOLIDAY INFORMAL TIME OFF RESET

In order to correctly reflect fiscal year-to-date totals for Holiday Informal Time Off (HI), unused HI balances will be set to zero for campuses requesting this service. Begin Balance transactions will be posted with an amount of zero on July 30, 2002 for the July leave period.

The following campuses opted to have their balances reset in July 2001 and are currently scheduled to participate in the automated HI Reset process for July 2002:

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

To be added to or deleted from the automatic reset process, please contact Debra Mason Robson at (916) 324-7256, or via email at [dmason@sco.ca.gov](mailto:dmason@sco.ca.gov), no later than Tuesday, July 22, 2002.

RH:dm