STATE OF CALIFORNIA

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CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
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Sacramento, CA 94250-5878

Date: August 21, 2002

LEAVE ACCOUNTING LETTER # 02-017
(Civil Service Only)

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: FAMILY MEDICAL LEAVE ACT (FMLA) - CALENDAR YEAR

Per PML 2002-041, effective January 1, 2002, the process used for calculating FMLA benefits changed from a 12-month rolling to a 12-month calendar year method for employees in Bargaining Units 1, 2, 3, 4, 7, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, and all excluded employees. As such, CLAS will automatically reset FMLA benefits to zero effective January 2003. However, due to the required 60-day notification of the change to employees, the CLAS FMLA benefit will NOT be reset to zero for 2002.

Once employees are notified of the change, you may reset the benefit manually by posting a zero amount, BEGIN TOTAL transaction (FM27) for January 2002 using the B50-LB Transaction Entry screen. In addition to posting the BEGIN TOTAL transaction, any CREDIT ADJUST transactions posted to FMLA for 2002 must be voided using the B52-LB Void Transaction Entry screen.

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

RH:dm