

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: September 18, 2002

LEAVE ACCOUNTING LETTER # 02-019
(Civil Service Only)

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: ADDITIONAL BENEFITS VALID FOR FAMILY LEAVES

The CLAS has been modified to allow posting of Family Crisis and Family Activity transactions for additional benefits. Below is a complete list of benefits that will accept USE - FAMILY CRISIS and USE - FAMILY ACTIVITY transactions:

- AL - Annual Leave
- CT - Compensating Time Off
- EX - Excess Hours
- EH - Excess Hours (CHP, CalTrans and Judicial Council only)
- HC - Holiday Credit
- HI - Holiday Informal Time Off
- LT - Personal Leave Time (Youth Authority only)
- MO - Medical Officer of the Day
- OC - On Call Assignment
- PA - PARR Lawsuit Settlement
- PD - Personal Day
- PH - Personal Holiday
- PL - Personal Leave Program
- PR - Professional Leave
- PV - Voluntary Personal Leave Program
- SL - Sick Leave (valid for Family Crisis leave only)
- VA - Vacation Leave
- VB - Vacation Bank
- VT - V-Time (Employment Development Dept. only)

These transactions can be entered using the CLAS, PIP, or magnetic tape. You may submit these transactions retroactively to July 1, 2001 (please refer to the Bargaining Unit contracts to confirm effective dates).

For further information regarding Family Crisis and Family Activity leaves, please refer to the Bargaining Unit contracts,

Department of Personnel Administration Rules, Personnel
Management Liaison memos, and Leave Accounting Letter #02-014.

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

RH:dk