

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 20, 2002

LEAVE ACCOUNTING LETTER # 02-021
(Civil Service Only)

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: INFORMAL TIME OFF/ADMINISTRATIVE TIME OFF FOR WORK WEEK GROUP E or SE

This letter provides instructions on how to use the CLAS to track Informal Time Off (ITO) or Administrative Time Off (ATO) for Work Week Group (WWG) E or SE employees who are required to work holidays (please refer to the Bargaining Unit Contracts for benefit specifics).

The characteristics of ITO/ATO hours closely parallel those of Holiday Informal Time Off (HI), which is used to track the hours authorized by the Governor in celebration of the holiday season. As such, agencies may also use the HI benefit to track the ITO/ATO hours earned by employees in WWG E or SE. These hours can be posted to the benefit using the "Earn" transaction (HI05).

Additional Procedures for the December Leave Period

For December, the hours granted by the Governor are automatically posted as a HI05 transaction for full-time or part-time employees in WWG 2, 4C, E and SE. If WWG E or SE employees are also entitled to additional hours because of working on the holiday, special processing is required.

Specifically, void the "EARN" transaction previously posted in December and post a new "EARN" transaction (HI05) for the total hours due for the leave period using the B50-LB Transaction Entry screen.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 324-7256.

RH:dm