

STATE 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: November 18, 2002

LEAVE ACCOUNTING LETTER # 02-031
(CSU Only)

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: FUNERAL/BEREAVEMENT LEAVE

CLAS currently offers a use transaction 03 - USE-DEATH, to track sick leave that is used when extended time is required for Funeral or Bereavement Leave.

Bargaining Unit contracts allow for the use of other benefits to cover extended Funeral or Bereavement Leave. To accommodate the use of other benefits, a new use transaction BL - USE-EXTENDED BEREAVEMENT LEAVE, was developed and will replace the 03 - USE-DEATH transaction.

Attributes of the new transaction are:

- . Full Transaction Name: USE - EXTENDED BEREAVEMENT LEAVE
- . Abbreviated Name: USE - EXT BL
- . Transaction Code: BL
- . Valid Benefits: CT,EH,HC,HI,MO,PH,SL,VA

NOTE: Transaction 03 - USE-DEATH is no longer valid effective 10/01/02. The new transaction, BL - USE-EXTENDED BEREAVEMENT LEAVE is to be used in lieu of 03 - USE-DEATH.

The new transaction for Bereavement Leave may be entered via CLAS, Payroll Input Process, or magnetic tape.

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

RH:dk