

STATE OF CALIFORNIA

STEVE WESTLY,  
CALIFORNIA STATE CONTROLLER

---

OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: January 6, 2003

LEAVE ACCOUNTING LETTER # 03-001  
(Civil Service Only)

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

From: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

Re: HOLIDAY INFORMAL TIME OFF

The automated process to update the CLAS for Holiday Informal Time Off was run on December 30, 2002.

Per the Department of Personnel Administration's Personnel Management Liaison Memo (PML) #2002-081, Holiday Informal Time Off (HOL ITO) will be posted for all full and part-time employees. Only the Department of Education, Special Schools academic teachers are excluded from this process. Additionally, the HOL ITO transactions will be posted for ALL agencies and usage of these hours must be reported.

Intermittent employees were not included in the automated update process, since the amount of HOL ITO earned is based on the total number of hours worked in December. Once the agency determines the correct amount of HOL ITO due each intermittent employee per PML # 2002-081, the transaction (HI05) may be posted online using the B50-Leave Benefit Transaction Entry screen.

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

JRH:dm