

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 23, 2003

LEAVE ACCOUNTING LETTER # 03-004
(CSU Only)

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

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

Re: PERSONAL HOLIDAY POST AND CANCEL

The following provides information on the 2003 Personal Holiday Posting and Cancel processes.

PERSONAL HOLIDAY POSTING PROCESS

A Personal Holiday accrual was posted to the CLAS on January 3, 2003 for all eligible employees. The Personal Holiday will display on the January Leave Activity and Balances report, generated on February 18, 2003 and on the February Statement of Earnings and Deductions (Earnings Statement) dated March 1, 2003.

PERSONAL HOLIDAY CANCEL PROCESS

On January 21, 2003, a CIRS report was created that identifies those employees who have not used their Personal Holidays for 2002. This report can be accessed via the compendium feature of CIRS in the Campus Detail Division, Leave Accounting Category, Code B73 Cycle 0301. If you have any questions regarding access to the CIRS report, please contact the CIRS Hot Line at (916) 323-5694.

Upon request, the State Controller's Office will cancel unused Personal Holidays for the 2002 calendar year on January 29, 2003.

The following campuses are scheduled to be included in this year's cancel process:

Chancellor's Office
California Maritime Academy
Cal Poly Pomona

CSU - Bakersfield
CSU - Chico
CSU - Channel Islands
CSU - Dominguez Hills
CSU - Fresno
CSU - Hayward
CSU - Humboldt
CSU - Los Angeles
CSU - Monterey Bay
CSU - Sacramento
CSU - San Diego
CSU - San Jose
CSU - San Marcos
CSU - Sonoma
CSU - Stanislaus

To be added to or deleted from the automatic cancel process,
please contact Debra Mason Robson at (916) 324-7256, or via email
at dmason@sco.ca.gov, no later than Tuesday, January 28, 2003.

JRH:dm