

STATE OF CALIFORNIA

STEVE WESTLY,  
CALIFORNIA STATE CONTROLLER

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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 # 03-005

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

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

Re: USAGE ONLY BENEFITS

On January 27, 2003, the State Controller's Office will reset the TOTAL HOURS/DAYS USED to zero for the 2002 calendar year Usage Only Benefits as follows:

CIVIL SERVICE

CSU

Dock

Dock

Jury Duty

Jury Duty

Union Time Off

Union Time Off

Mentor Leave

Maternity/Paternity/Adoption

Family Medical Leave Act\*

Funeral Leave

\* The Family Medical Leave Act benefit will be reset to zero for all excluded employees and rank and file employees in Bargaining Units 1, 2, 3, 4, 7, 11, 12, 13, 14, 15, 17, 18, 19, 20, and 21. The benefit will NOT be reset to zero for rank and file employees in Bargaining Units 5, 6, 8, 9, 10, and 16.

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

JRH:dm