

STATE OF CALIFORNIA

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Date: September 22, 2003

LEAVE ACCOUNTING LETTER # 03-025
(Civil Service Only)

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

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

Re: CLAS CIVIL SERVICE WORKBOOK REVISION #W4 (INTERNET VERSION)

The internet version of the CLAS Civil Service Workbook has been updated and replaces the current PDF version. The workbook can be obtained by accessing the State Controller's Office web site at:

<http://www.sco.ca.gov/ppsd/clas/index.shtml>

After entering the web site, the workbook may be accessed by clicking on the 'CLAS References' button, then clicking on the 'Civil Service Workbook' link.

This revision includes new procedures for PAR Separation Reversals, information about a new earned benefit 'Personal Leave Day', a list of 'Benefit Descriptions', and updates to the Holiday Credit transfer procedure.

Vertical revision bars in the right margins include additions, deletions, or changes. Revision bars are not inserted for format, page number, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below are the pages being revised:

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

JRH:lm