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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 5, 2004

LEAVE ACCOUNTING LETTER # 04-001  
(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 #W5 (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.

Based on your suggestions and an ongoing effort to enhance our customer service, this revision is designed to make the workbook more user friendly. Various sections have been reorganized and redundant information eliminated. The "Examples" section has been renamed "Conditions" and the "Processes" (pages 1-16) and "Conditions" (pages 46-53) sections rewritten.

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:

Remove Pages

Insert Pages

Table of Contents

Table of Contents

1 - 190

1 - 155

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

JRH:lm