

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 9, 2004

LEAVE ACCOUNTING LETTER # 04-002

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 26, 2004, the State Controller's Office will reset the
TOTAL HOURS/DAYS USED to zero for the 2003 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

Professional Trng/Devel (BU02 Only)

Family Medical Leave Act*

* 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 per Personnel Management Liaison Memo (PML)
#2002-041. 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:dk