

STATE OF CALIFORNIA

STEVE WESTLY,
CALIFORNIA STATE CONTROLLER

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
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P.O. Box 942850
Sacramento, CA 94250-5878

Date: January 9, 2004

LEAVE ACCOUNTING LETTER # 04-003
(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 2004 Personal Holiday Posting and Cancel processes.

PERSONAL HOLIDAY POSTING PROCESS

A Personal Holiday accrual was posted to the CLAS on January 5, 2004 for all eligible employees. The Personal Holiday will display on the January Leave Activity and Balances report, generated on February 18, 2004 and on the February Statement of Earnings and Deductions (Earnings Statement) dated March 2, 2004.

PERSONAL HOLIDAY CANCEL PROCESS

Upon request, the State Controller's Office plans to cancel unused Personal Holidays for the 2003 calendar year on January 26, 2004.

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

Chancellor's Office
California Maritime Academy
Cal Poly Pomona
Bakersfield
Chico
Channel Islands
Dominguez Hills
Fresno
Hayward
Humboldt
Los Angeles
Monterey Bay
Sacramento
San Diego
San Jose
San Marcos
Sonoma
Stanislaus

San Bernardino

To be added to or deleted from the automatic cancel process, please contact the Leave Accounting Liaison Unit at (916) 327-0756 no later than Tuesday, January 20, 2004.

For those campuses who chose not to participate in the automatic cancel process, a CIRS report will be available on January 26, 2004 that identifies employees who have not used their Personal Holidays for 2003. This report can be accessed via the compendium feature of CIRS in the Campus Detail Division, Leave Accounting Category, Code B73 Cycle 0401. If you have any questions regarding access to the CIRS report, please contact the CIRS Hot Line at (916) 323-5694.

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

JRH:dk