
STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 14, 2004

LEAVE ACCOUNTING LETTER #04-012
(Civil Service Only)

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

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

RE: **HOLIDAY INFORMAL TIME OFF - RONALD REAGAN**

Per the Department of Personnel Administration's Personnel Management Liaison Memo (PML) #2004-019, Day of Remembrance - Ronald Reagan, Holiday Informal Time Off (HOL ITO) will be posted for all full and part-time employees, with the exception of the Department of Education, Special School's academic teachers and Judicial Council employees. The automated process to update the CLAS with HOL ITO will be run on June 21, 2004.

Intermittent employees will not be included in the automated update process since the amount of HOL ITO earned is based on the total number of hours worked in June. Once the agency determines the correct amount of HOL ITO due each intermittent employee (per PML #2004-19), the transaction (HI05) may be posted using the B50-Leave Benefit Transaction Entry screen.

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

JRH:dk:CLAS