

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

DATE: July 7, 2004

LEAVE ACCOUNTING LETTER #04-015
(CSU Only)

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

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

RE: **HOLIDAY INFORMAL TIME OFF RESET**

This is to inform you that unused balances for Holiday Informal Time Off (HI) will be reset to zero for the July 2004 leave period, for all campuses requesting this service. Begin Balance transactions will be posted with a zero amount on July 26, 2004.

The following campuses opted to have HI balances reset in July 2003 and are currently scheduled to participate in the July 2004 automated process:

CSU, Bakersfield
CSU, Chico
CSU, California Maritime Academy
CSU, Los Angeles
CSU, San Diego
CSU, San Marcos

To be added to or deleted from the automatic reset process, please contact Dana Knedel at (916) 324-3025, or via email at dknedel@sco.ca.gov, no later than Tuesday, July 20, 2004.

JRH:DK:CLAS