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

DATE: January 10, 2005   LEAVE ACCOUNTING LETTER #05-001
                                                                (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 2005 Personal Holiday Posting and Cancel processes.

        PERSONAL HOLIDAY POSTING PROCESS

        A Personal Holiday accrual was posted to the CLAS on January 5, 2005 for all eligible employees. The
        Personal Holiday will display on the January Leave Activity and Balances report, generated on
        February 18, 2005 and on the February Statement of Earnings and Deductions (Earnings Statement)
        dated March 1, 2005.

        PERSONAL HOLIDAY CANCEL PROCESS

        Upon request, the State Controller's Office plans to cancel unused Personal Holidays for the 2004
        calendar year on January 24, 2005.

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

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

        If your campus would like to be added or deleted from the automatic cancel process, please contact the
        Leave Accounting Liaison Unit at (916) 327-0756 no later than January 19, 2005.

        For those campuses that chose not to participate in the automatic cancel process, a CIRS report (B73)
        will be available on Monday, January 24, 2005 that identifies employees who have not used their
        Personal Holiday for 2004. This report can be accessed via the compendium feature of CIRS. 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:CLAS