

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

DATE: February 28, 2005

LEAVE ACCOUNTING LETTER #05-004
(Civil Service Only)

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

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

RE: **CHANGE IN HOLIDAY CREDIT POSTING FOR FEBRUARY SATURDAY HOLIDAY**

Based on comments and suggestions received from departments who are 24-hour facilities, the transaction used to post Holiday Credits for Lincoln's Birthday (Saturday, February 12, 2005) will change from the HC05 (Earn) to the HC12 (Earn-In Lieu of SH).

By using the HC12 (Earn-In Lieu of SH) transaction, it will not be necessary for departments to void and repost additional Holiday Credit hours employees earn during the February 2005 leave period. The State Controller's Office will post HC12 (Earn-In Lieu of SH) transactions for Lincoln's Birthday, which will allow departments to enter Holiday Credit hours earned for Washington's Birthday (Monday, February 21, 2005) by using the HC05 (Earn) transaction.

Please refer to Leave Accounting Letter #04-027 for detailed information regarding the automatic posting of Holiday Credit hours, those excluded from being posted and special instructions. Holiday Credit hours already posted as HC05 (Earn) transactions for December 2004 and January 2005 will not be corrected to reflect HC12 (Earn-In Lieu of SH) transactions.

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

JRH:DK:CLAS