

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

DATE: August 20, 2007

LEAVE ACCOUNTING LETTER #07-013  
(Civil Service Only)

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

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services Division

RE: **EMPLOYEES EXCLUDED FROM JULY 2007 POSTING OF PERSONAL HOLIDAY**

In past years, the State Controller's Office (SCO) posted Holiday Credit in lieu of a Personal Holiday for the excluded employees in bargaining unit 06 to coincide with the benefits of the rank and file employees in bargaining unit 06. Also, excluded employees who were previously at Youth Authority received Holiday Credit in lieu of a Personal Holiday due to an agreement that was made between Youth Authority and the Department of Personnel Administration (DPA).

Due to the merger of Youth Authority and Corrections, SCO requested DPA to confirm if the above still applies. As the decision was pending, the above employees were not included in the automatic posting of Holiday Credit in lieu of a Personal Holiday that occurred on July 3, 2007 (see Leave Accounting Letter #07-009).

DPA has now notified the SCO that the above employees are to receive a Personal Holiday rather than a Holiday Credit in lieu of a Personal Holiday. Unfortunately, the SCO cannot automatically post the fiscal year 2007/2008 Personal Holiday for these employees. Instead, departments must first establish or reactivate the Personal Holiday benefit by using the B66-LB Add screen or the B68-LB Establishment Period Maintenance screen. Once the establishment period has been added, departments must then post a Personal Holiday Accrual (PH10) transaction for the July 2007 leave period using the B50-LB Transaction Entry screen.

Next July, the Personal Holiday Accrual transactions will automatically post for these employees provided the benefit has an active establishment period at that time. If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

DS:DK:CLAS