

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

DATE: May 11, 2009

LEAVE ACCOUNTING LETTER #09-006
(Civil Service Only)

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

FROM: Don Scheppmann, Chief
Personnel and Payroll Services Division**RE: POSTING OF PRORATED FURLOUGH HOURS**

Per the Department of Personnel Administration's (DPA) Personnel Management Liaison (PML) Memo #2009-013, full-time and part-time employees who are paid less than a full pay period "shall have their furlough hours applied on a prorated basis". Beginning with the April 2009 leave period, the State Controller's Office will post prorated Furlough Hours - Earn transactions for these employees to the CLAS.

April's posting of Furlough Hours to CLAS occurred on April 27, 2009, which included all full-time and part-time employees who were paid less than a standard warrant, as well as those employees outlined in Leave Accounting Letter #09-003. As discussed in the leave letter, the employee's payment must include one of the Furlough Hours Pay Differential Earnings IDs (8FR1 or 8FR2) in order to have a Furlough Hours Earn transaction posted to the CLAS.

Per the DPA PML Memo #2009-013, full-time and part-time employees paid less than a full pay period will receive the furlough hours reflected in the chart below based on the total hours paid for the pay period.

Part-Time and Full-Time Employees
Paid Less than a Full Month

<u>Scheduled Hours</u> <u>Worked in a Month</u>	<u>Furlough Hours</u> <u>for 2 Furlough Days</u>
11 to 30.9	2
31 to 50.9	4
51 to 70.9	6
71 to 90.9	8
91 to 110.9	10
111 to 130.9	12
131 to 150.9	14
151 or more	16

Per DPA, the posting of Furlough Hours - Earn transactions for part-time employees who were paid for the full month will continue to be posted based on the part-time chart found in the DPA PML Memo #2009-010, as shown below:

Part-Time Employees Paid a Full Month

<u>Time Base</u>	<u>Furlough Hours Per Month</u>
One tenth	1.6
One eighth	2
One fifth	3.2
One quarter	4
Three tenths	4.8
Three eighths	6
Two fifths	6.4
One half	8
Three fifths	9.6
Five eighths	10
Seven tenths	11.2
Three quarters	12
Four fifths	12.8
Seven eighths	14
Nine tenths	14.4

If you have any questions regarding the number of furlough hours an employee should earn, or the DPA PML Memos, please contact the DPA Personnel Services Branch at (916) 323-3343.

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

DS:TW:CLAS