

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

DATE: June 4, 2009

LEAVE ACCOUNTING LETTER #09-008

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

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services DivisionRE: **USAGE ONLY BENEFITS – FISCAL YEAR RESET**

On July 27, 2009, Begin Total transactions for Fiscal Year Usage Only Benefits will be posted to the CLAS. These transactions will be posted to the July 2009 leave period and will reset the fiscal year total to zero. Begin Total transactions with an amount of zero will be posted for the following benefits:

- Administrative Time Off
- Bereavement Leave
- Continuing Medical Education Leave
- Emergency Military Leave – Days
- Emergency Military Leave – Hours
- Health-Dental<sup>1</sup>
- Military Leave – Days
- Military Leave – Hours
- Paid Educational Leave<sup>2</sup>
- Professional Training/Development<sup>3</sup>
- Retirement
- Subpoenaed Witness
- Official Union Business
- Union Conference/Training
- Union Paid Leave

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

DS:TW:CLAS

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<sup>1</sup>Health-Dental will be reset for both fiscal and calendar years in order to accommodate the two 6-month control periods in the year.

<sup>2</sup>Paid Educational Leave for Bargaining Units 17 and 20 will not be reset to zero due to multi-fiscal year usage rules contained in the bargaining unit contracts. If the benefit's fiscal year tracking period has ended, the department must post a Begin Total transaction (27) with an amount of zero to reset the benefit.

<sup>3</sup>Professional Training/Development for Bargaining Unit 02 employees will be reset to zero at the beginning of the calendar year.