

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

DATE: July 29, 2009

LEAVE ACCOUNTING LETTER #09-011  
(Civil Service Only)

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

FROM: Don Scheppmann, Chief  
Personnel and Payroll Services Division

**RE: TRACKING FURLOUGH HOURS BEGINNING JULY 2009**

The changes to the Furlough Program in the Department of Personnel Administration's (DPA) Personnel Management Liaisons (PML) Memo #2009-029, dated July 2, 2009, will affect the posting of Furlough Hours to the California Leave Accounting System (CLAS).

Beginning with the July 2009 leave period, the State Controller's Office (SCO) will be posting Furlough Hours Earn (FH05) transactions for:

- Full-time and part-time employees in Roll Codes 1 and 2, who are issued a standard pay warrant or are issued warrants for the entire first and second half semi-monthly pay periods, and
- Whose warrants contain one of the Furlough Hours Pay Differential Earnings IDs (8FR1 through 8FR3).

The SCO will continue to post Furlough Hours on the Monday following Master Payroll Cutoff each month. Full-time employees will be credited with 24 furlough hours, while part-time employees will be credited with furlough hours based on their time base in accordance with the part-time chart in Personnel Management Liaisons (PML) Memo #2009-029.

The SCO will not post Furlough Hours Earn transactions for:

- Roll Code 1 and 2 employees who were not paid for the entire pay period
- Roll Code 3, 4, or 8 (BU 18) employees
- Alternate Range 7 employees at the Department of Corrections and Rehabilitation, and
- Judicial Council employees

Departments should continue to post FH05 and/or FH01 transactions for Roll Code 3, 4, and 8 employees via the Payroll Input Process (PIP). Also, now that furlough hours are no longer prorated, departments should post hours earned for the above employees (with the exception of Roll Code 3 or 4 employees) equivalent to one, two, or three days of furlough based on the employee's time base and the employee's work schedule.

Lastly, the use of Furlough Hours in lieu of other benefits, such as Sick Leave, is not permissible and there are no plans to develop such transactions on CLAS unless DPA creates policy regarding the use of furlough in lieu of Sick Leave or any other benefit.

For additional information regarding the tracking of Furlough Hours on the CLAS, please refer to SCO Leave Letter #09-003. If you have any questions regarding this leave letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:JMH:CLAS