

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

DATE: September 28, 2009

LEAVE ACCOUNTING LETTER #09-014  
(Civil Service Only)

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

FROM: Don Scheppmann, Chief  
Personnel and Payroll Services Division

**RE: SEPTEMBER FURLOUGH POSTING**

Per the Department of Personnel Administration (DPA), full-time bargaining unit 3 employees at the Department of Corrections and Rehabilitation in Alternate Range 7 of teaching related classifications should receive 20.31 Furlough Hours beginning July 2009. As of the September 2009 leave period, the State Controller's Office (SCO) will begin posting 20.31 Furlough Hours for these employees each month when they are issued a standard pay warrant.

Also, this is a reminder that as of July 2009, employees who are not issued a standard pay warrant should not have their furlough hours prorated. Instead, they should have their pay docked or time to pay reduced for the equivalent of either one, two, or three days of furlough, and should have the corresponding amount of hours earned posted to their Furlough Hours benefit (FH 05). Please see the following references regarding dock and mid-month personnel actions: DPA Personnel Management Liaisons Memo #2009-029, SCO Personnel Letter #2009-020, and SCO Leave Accounting Letter #09-011.

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

DS:JMH:CLAS