

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

DATE: December 14, 2009

LEAVE ACCOUNTING LETTER #09-018  
(CSU Only)

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

FROM: Linda Matsuda, Acting Chief  
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF – CSU**

Per the Chancellor's Office HR Letter 2009-17, Holiday Informal Time Off (HI) hours will be posted for all full-time and part-time employees. The automated process to post Earn (05) transactions to the CLAS will run on December 29, 2009. Campuses may choose whether to have their employees' HI benefits updated with the Earn transaction.

The following campuses are scheduled for an automatic process based on last year's requests:

- Bakersfield
- California Maritime Academy
- Channel Islands
- Los Angeles

If your campus would like to be added to or deleted from this process, please contact the State Controller's Office's Leave Accounting Liaison Unit by December 23, 2009 at (916) 327-0756.

Intermittent employees will not be included in the automated process due to the timing of the December HI Earn update. Because the amount of HI hours earned is based on the total number of hours the intermittent employee works during December 2009, it will be necessary for the campus to determine the amount of HI hours due each intermittent employee at the conclusion of the December 2009 pay period. Once the appropriate hours are determined, post an HI05 transaction to the CLAS using the December 2009 pay period preloaded Time and Attendance batches in PIP or the B50 - Leave Benefit Transaction Entry screen in the CLAS.

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

LM:TW:CLAS