

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

DATE: June 21, 2010

LEAVE ACCOUNTING LETTER #10-006

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

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

A Begin Total transaction (27) with an amount of zero will be posted to the CLAS for the July 2010 leave period on July 17, 2010. The following usage only benefits are included in the fiscal year reset:

- 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
- Official Union Business
- Paid Educational Leave<sup>2</sup>
- Professional Training/Development<sup>3</sup>
- Retirement
- Subpoenaed Witness
- Union Conference/Training
- Union Paid Leave

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

LC:TW:CLAS

---

<sup>1</sup>Health-Dental is 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.