

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

DATE: September 27, 2010

LEAVE ACCOUNTING LETTER #10-009  
(Civil Service Only)

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

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division

**RE: 2010 PERSONAL LEAVE PROGRAM**

In response to the Department of Personnel Administration's (DPA) Personnel Management Liaisons (PML) Memo #2010-017, the California Leave Accounting System (CLAS) has been updated with a new benefit in order to track the new 2010 Personal Leave Program (PLP) beginning September 2010 for Bargaining Units 12, 16, 18, and 19. Listed below are the characteristics of the new benefit.

#### 2010 PLP CHARACTERISTICS

Full Transaction Name:	Personal Leave Program 2010
Abbreviated Name:	2010 PLP
Leave Benefit ID:	LP
Benefit Type:	Earned Benefit
Rate of Measure:	Hours
Valid Transactions:	BL, DW, FA, FC, FM, IE, PI, PL, PT, RI, RL, RN, RT, SI, SN, ST, 01, 04, 05, 14, 15, 24, 44, 48, 70, 71, 72, 81
Hours Available:	Same month as earned

The transaction codes above (with the exception of codes 14, 15, 24, 44, and 48) may be entered via the CLAS or the Payroll Input Process (PIP). The transaction codes AR, 34, 36, and 37 were not created for this benefit, since the 2010 PLP has no cash value.

#### AUTOMATED POSTING

The State Controller's Office has developed an automated CLAS process to post the 2010 PLP to all eligible employees. The 2010 PLP will be posted for full-time and part-time employees on the Monday following Master Payroll Cutoff, and on the Monday following Semi-Monthly Cutoff for intermittent and semi-monthly employees. The initial posting for the leave period of September will occur on September 27th for full-time and part-time employees, and October 18th for intermittent and semi-monthly employees.

The amount of the 2010 PLP – Earn (LP 05) transaction will be based on the employee's Regular (Payment Type 0) pay that had PLP deducted with an 8PLP Earnings ID. Credits are calculated based on Regular pay only since other types of pay, such as Overtime, Disability, and Holiday pay, are not subject to PLP. Regular pay that does not have the Earnings ID 8PLP will not be counted towards the 2010 PLP credit.

### PRORATED HOURS

Full-time and part-time employees who are not issued a standard warrant will have their 2010 PLP hours prorated according to the intermittent chart in the DPA PML #2010-017. This applies to employees who are on dock, have been separated or hired mid-month, are working while on disability, etc.

### MANUAL POSTING

Any retroactive PAR or dock transaction that affects an employee's time base, the number of days or hours paid, or other terms of eligibility will need to be corrected manually in CLAS when the retroactivity affects the number of hours earned for 2010 PLP.

### CLAS REPORTING

The Monthly Leave Activity and Balances report as well as the Employee's Statement of Leave (Annual Leave Statements) that are being printed on October 14, 2010 will not reflect 2010 PLP information for intermittent or semi-monthly employees, but will reflect information for full-time and part-time employees.

The employee's Statement of Earnings and Direct Deposit Advices received at the end of October will reflect the new 2010 PLP benefit.

For additional information regarding the terms of using the 2010 PLP hours, including the dates the hours earned will expire, please refer to the bargaining unit contract as well as the DPA PML #2010-017. If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:JMH:CLAS