

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

DATE: October 15, 2010

LEAVE ACCOUNTING LETTER #10-010
(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 – CANCELLATION OF AUTOMATED POSTING
FOR POSITIVE EMPLOYEES**

Leave Accounting Letter #10-009 was released on September 27, 2010 regarding the implementation of the 2010 Personal Leave Program (2010 PLP) and the creation of the 2010 PLP benefit (LP). Since that letter's release, departments have requested that the State Controller's Office (SCO) not post Earn (LP 05) transactions for positive (Roll Codes 3, 4, or 8) employees. This is due to the preference of the departments to key 2010 PLP Earn and Use (LP 01) transactions on PIP at the same time they are keying Regular Hours for positive employees, and also due to the timing of the SCO's automated process.

Therefore, the automated processing of Earn transactions for positive employees has been cancelled. However, the SCO will continue to post 2010 PLP Earn transactions for negative (Roll Codes 1 and 2) employees.

In order to determine the amount of the 2010 PLP Earn transaction, please refer to the various bargaining unit contracts. For instructions on keying the Earn and Use transactions in PIP, please see the section regarding positive pay employees in Leave Accounting Letter #09-003 – FURLOUGH PROGRAM.

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

LC:TW:CLAS