

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

DATE: December 27, 2010

PERSONNEL LETTER #10-017  
(Civil Service Only)

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

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division

**RE: PROFESSIONAL DEVELOPMENT DAYS/HOURS**

This letter is being issued in response to the Department of Personnel Administration's Personnel Management Liaison memo #2010-037, and as further clarification to Leave Letter #2010-011. We would first like to clarify that the Professional Development Days/Hours need to be tracked on the CLAS using the Professional Training/Development (PT) benefit. The PT benefit is a Usage-Only benefit, similar to Bereavement Leave or Jury Duty. Therefore, the State Controller's Office (SCO) will not be posting 'Earn' transactions to this benefit. The reasons PT has been designated a Usage-Only benefit are due to the following policies:

1. The value of the benefit is based on the employee's time base at the time of usage.
2. It is not accumulated or cashed out.
3. It is credited prior to holiday hours for intermittent employees.

The PT benefit may be used to track employee's time in either days or hours. Simply post the Use transaction to the PT benefit (PT01) according to the timesheet and the policies for the employee's CBID. The PT benefit should be used for all bargaining units, with the following clarification for Bargaining Unit 02. The Professional Leave (PR) benefit should be used to track the two days of "Bar Dues/Professional Leave" referred to in Section 13.7 of the Bargaining Unit 02 contract, and the PT benefit should be used to track the 24 hours of "Professional Development Activities" mentioned in Section 13.24 of the Bargaining Unit 02 contract. Because the Bargaining Unit 02 employees may be either reimbursed or be given credit in exchange for the bar dues, the SCO does not automatically post the 2 days that are earned each calendar year to the PR benefit. The PT benefit is reset each January for Bargaining Unit 02 employees, and the PT benefit is reset each July for all other bargaining units.

Since the Professional Development Days/Hours may be used to supplement SDI, NDI, or IDL, the "Use – IDL Supplementation" (SI) and the "Supplement – NDI or SDI" (SN) transactions will be added to the PT benefit retroactive to the November 2010 leave period. These transactions will become available to key on the CLAS in about two weeks.

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

LC:JMH:CLAS