

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

DATE: January 12, 2011

LEAVE ACCOUNTING LETTER #11-001
(CSU Only)

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **PERSONAL HOLIDAY ACCRUAL AND CANCEL PROCESSES**

The following provides information on the 2011 Personal Holiday (PH) Accrual and Cancel processes for January 2011.

PERSONAL HOLIDAY ACCRUAL PROCESS

A Personal Holiday "Accrual" transaction was posted to the January 2011 leave period on January 4, 2011 for all eligible employees. The Personal Holiday will display on the January Leave Activity and Balances report (to be generated on February 15, 2011) and on the February Statement of Earnings and Deductions/Direct Deposit Advice dated March 1, 2011.

PERSONAL HOLIDAY CANCEL PROCESS

The State Controller's Office will cancel unused Personal Holidays for the 2010 calendar year on January 24, 2011 with the posting of a "Cancel" transaction to the January 2011 leave period.

The following campuses are scheduled to be included in this year's PH Cancel Process:

Bakersfield	Los Angeles
California Maritime Academy	Monterey Bay
Channel Islands	San Bernardino
Dominguez Hills	San Diego
East Bay	Stanislaus
Humboldt	

If your campus would like to be excluded from the PH Cancel Process, please contact the Leave Accounting Liaison at (916) 327-0756 no later than January 21, 2011. If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

LC:JMH:CLAS