

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

DATE: February 24, 2011

LEAVE ACCOUNTING LETTER #11-003
(Civil Service Only)

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **CIVIL SERVICE WORKBOOK REVISION**

The CLAS Civil Service Workbook has been revised and replaces the current PDF version. You may go directly to the Civil Service Workbook by clicking on the following link:

http://www.sco.ca.gov/Files-PPSD/clas_pdf_cswrkbk.pdf

The CLAS web site may be accessed by selecting the following from the SCO home page (www.sco.ca.gov): 'State and Local' tab, 'Human Resources' link, and the 'California Leave Accounting System (CLAS)' link. Select 'CLAS References' for access to the Civil Service Workbook.

All sections of the Workbook have been updated. It is recommended that the whole workbook be reprinted due to the fact that page numbers have changed and pages have been added or moved from various sections.

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

LC:HM:CLAS