

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

DATE: September 8, 2011

LEAVE ACCOUNTING LETTER #11-012
(Civil Service Only)

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **UNION RELEASE TIME BANK**

As a result of agreements reached between the Department of Personnel Administration (DPA) and Bargaining Units 06 and 07, the following changes are being implemented to the California Leave Accounting System (CLAS) regarding Union Release Time Bank.

The leave benefit name and abbreviation for "Activist Release Time Bank" (or ARTB) has been changed to "Union Release Time Bank" (or URTB). The Leave Benefit ID will remain "AR". This is a usage only benefit to track the hours used by designated union representatives to conduct official union business.

When an employee is authorized to use time from the Union Release Time Bank, departments will post a "Use" (01) transaction to the "AR" leave benefit.

Please refer to Leave Accounting Letter #11-009 for information regarding Union Release Time Bank. If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:SH:CLAS