

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

DATE: January 15, 2014

LEAVE ACCOUNTING LETTER #14-002  
(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 2014 Personal Holiday (PH) Accrual and Cancel processes for January 2014.

**PERSONAL HOLIDAY ACCRUAL PROCESS**

A Personal Holiday "Accrual" transaction was posted to the January 2014 leave period on January 3, 2014 for all eligible employees. The Personal Holiday will display on the January Leave Activity and Balances report (to be generated on February 13, 2014) and on the February Statement of Earnings and Deductions/Direct Deposit Advice dated March 1, 2014.

**PERSONAL HOLIDAY CANCEL PROCESS**

The State Controller's Office will cancel unused Personal Holidays for the 2013 calendar year on January 27, 2014 with the posting of a "Cancel" transaction to the January 2014 leave period.

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

CSU Dominguez Hills

To be excluded from the PH Cancel Process, please contact the Leave Accounting Liaison at (916) 327-0756 no later than January 22, 2014. If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

LC:EP:CLAS