STATE OF CALIFORNIA

BETTY T. YEE
California State Controller

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

DATE: December 16, 2015

LEAVE ACCOUNTING LETTER #15-013
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System

FROM: Debra Spellman, Acting Chief
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE**

Pursuant to the California Department of Human Resources' Personnel Management Liaison Memo #2015-035, 2015 Holiday Informal Time Off (HI) hours will be posted in the California Leave Accounting System (CLAS) for all full-time and part-time employees, with the exception of the following:

- Judicial Council of California
- Department of Corrections and Rehabilitation (DJJ/CEA and OCE), BU 3 employees
- Department of Education, Special Schools academic teachers
- Employees currently on a temporary separation

The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run on December 22, 2015. If an elected official does not approve the Holiday Informal Time Off for their department, please notify the State Controller's Office's Leave Accounting Liaison by December 18, 2015 at (916) 327-0756.

Intermittent employees will **not** be included in the CLAS automated process due to the timing of the process. Because the amount of HI hours earned is based on the total number of hours the intermittent employee works during December 2015, it is most efficient for the departments to key an HI05 transaction to the preloaded Time and Attendance batches in PIP for the December 2015 leave period at the same time the Regular pay is being keyed.

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

DS:HM:CLAS