

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

DATE: January 5, 2016

LEAVE ACCOUNTING LETTER #16-001

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

FROM: Debra Spellman, Acting Chief
Personnel and Payroll Services Division (PPSD)

RE: USAGE ONLY BENEFITS - CALENDAR YEAR RESET

On January 25, 2016, the State Controller's Office will reset the Total Hours/Days Used to zero for the 2015 calendar year Usage Only Benefits:

Civil Service

Dock
Family Medical Leave Act*
Health & Dental
Jury Duty
Maximum Hours Worked (excluding EDD)
Mentor Leave
Union Time Off

CSU

Dock
Funeral Leave
Jury Duty
Parental Leave
Union Time Off

These benefits will be reset with the posting of a Begin Total transaction (code 27) to the January 2016 leave period.

*The Family Medical Leave Act benefit will be reset to zero for all excluded employees and rank and file employees in Civil Service Bargaining Units 1, 2, 3, 4, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20 and 21, in accordance with their bargaining unit contracts. The benefit will not reset to zero for rank and file employees in Bargaining Units 5, 8, 9, and 16.

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

LC:EP:CLAS