

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

DATE: May 11, 2016

LEAVE ACCOUNTING LETTER #16-007  
(CIVIL SERVICE ONLY)

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

FROM: Debra Spellman, Chief  
Personnel and Payroll Services Division (PPSD)**RE: CLAS CIVIL SERVICE WORKBOOK REVISIONS**

The internet version of the [CLAS Civil Service Workbook](#) has been updated and may be accessed on the State Controller's Office web site.

The revisions are summarized below:

SECTION	TITLE	PREVIOUS PAGE NO.	NEW PAGE NO.
<b>Table of Contents</b>	Conditions	iv	iv
<b>Table of Contents</b>	Information	v	v
<b>Table of Contents</b>	Intermittent Benefits	vi	vi
<b>Conditions</b>	Conditions	51	51
<b>Conditions</b>	Retroactive Corrections After Changing from VA to AL or AL to VA	68	85
<b>Conditions</b>	Annual Leave and Sick Leave Accruing in the Same Leave Period		86
<b>Information</b>	Critical Dates	98	99
<b>Information</b>	High CTO, HC, or EX/EH Earn Report	139 & 140	N/A
<b>Information</b>	Earn Benefit Audit Report	N/A	140 through 142
<b>Information</b>	State Service Begin Balance	141 & 142	143 & 144
<b>Information</b>	Annual Leave and Sick Leave Report	N/A	145 & 146

All page numbers from page 68-209 have been changed. If you prefer to print the workbook, you should reprint the whole workbook because page numbers have changed and pages were 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.

DS:JE:CLAS