

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

DATE: June 29, 2016

LEAVE ACCOUNTING LETTER #16-009

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

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

**RE: USAGE ONLY BENEFITS – FISCAL YEAR RESET**

On July 25, 2016, the SCO will reset "Usage Only" benefits by posting a Begin Total transaction (27) with an amount of zero to the CLAS for the July 2016 leave period. The following Usage Only benefits are included in the fiscal year reset:

- Administrative Time Off
- Bereavement Leave
- Continuing Medical Education
- Emergency Military Leave – Days
- Emergency Military Leave – Hours
- Health-Dental
- Military Leave – Days
- Military Leave – Hours
- Official Union Business
- Paid Educational Leave
- Professional Training/Development (PDD)
- Retirement
- Subpoenaed Witness
- Union Conference/Training
- Union Paid Leave

NOTES:

- The Health-Dental benefit is reset on both a fiscal and calendar year basis, to accommodate the two 6-month control periods in the year.
- The PDD benefit for Bargaining Unit 06 is reset to zero on a calendar year basis; therefore, it is not included in the fiscal year reset.
- Bargaining Units 17 and 20 are not included in the reset for Paid Educational Leave, due to the multi-fiscal year usage rules in the bargaining unit contracts. If the employee's fiscal year tracking period has ended, the department must post a Begin Total (27) transaction for an amount of zero to the July leave period.

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

DS:EP:CLAS