

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

DATE: October 11, 2016

LEAVE ACCOUNTING LETTER #16-012

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

FROM: Debra Spellman, Chief
Personnel and Payroll Services Division (PPSD)**RE: DISCONTINUED CLAS BENEFITS AND TRANSACTION CODES**

The State Controller's Office is discontinuing several leave benefits and transaction codes in the California Leave Accounting System (CLAS) due to space limitations.

The CLAS database is utilized by 99% of the departments within the State of California. Therefore, the CLAS Leave Benefits and Transaction Codes should be used on a broad, statewide basis; otherwise, it is not feasible to maintain them on the system.

A recent review of CLAS found a small number of benefits and transaction codes that are rarely used. As a result, the following Leave Benefits will be discontinued after the September 2016 leave period:

<u>Leave Benefit ID</u>	<u>Name</u>
EM	Emergency Military Days
HE	Emergency Military Hours
MC	Military Caregiver Leave
MN	Mentor Leave
PN	Pregnancy Disability Leave

Also, the following Transaction Codes will be discontinued after the September 2016 leave period:

<u>Transaction</u>	<u>Code Name</u>
DR	Disaster Relief Volunteer
MC	Use – MCL (Military Caregiver Leave)
PN	Use – PDL (Pregnancy Disability Leave)
81	Use – Mentor Matching

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

DS:JMH:CLAS