

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

DATE: December 8, 2017 LEAVE ACCOUNTING LETTER #17-010

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

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

RE: AUTOMATED POSTING OF EARN – STATE HOLIDAY TRANSACTIONS

The State Controller's Office announces a new automated update for employees who have Holiday Credit hours posted for state holidays. The CLAS Unit will begin posting Earn, State Holiday (SH) transactions to the Holiday Credit (HC) benefit on a monthly or quarterly basis, according to bargaining unit contracts. The first automated posting, originally scheduled for December 5, 2017, has been delayed to ensure departments are aware of the automated posting and that it is relevant for their department. If departments are interested in being included in this monthly update, Personnel Transaction Managers should contact the Leave Accounting Liaison notifying us of your interest.

Employees who have a non-qualifying leave period or are on a temporary separation for the prior month are excluded from the automated posting.

The automated posting applies to full-time or part-time employees in the following classifications:

- Fire Captains (Class Code 9001) in R06
- Firefighters (Class Code 8979) in R07 at the Department of State Hospitals or Developmental Services
- Firefighter/Security Officers (Class Code 8989 or 8990) in R07, at Department of the Military or Parks and Recreation
- Employees with Collective Bargaining IDs of R12 or R13

Please contact the Leave Accounting Liaison at (916) 327-0756 with any questions regarding this process.

DS:JMH:CLAS