

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

DATE: December 19, 2017 LEAVE ACCOUNTING LETTER #17-012

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

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

RE: **HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE**

Pursuant to the California Department of Human Resources' HR Manual, Section 2111, the State Controller's Office (SCO) will post 2017 Holiday Informal Time Off (HI) hours in CLAS for all full-time and part-time employees, with the exception of the following:

- Judicial Council of California
- Department of Corrections and Rehabilitation (DJJ/CEA and OCE), BU 3 Teachers
- Department of Education, Special Schools academic teachers
- Employees currently on a temporary separation

The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run December 26, 2017. If an elected official does not approve Holiday Informal Time Off for their department, please notify the SCO's Leave Accounting Liaison by December 26, 2017, at (916) 327-0756.

Intermittent employees will **not** be included in the CLAS automated process due to the timing of the process. Because the amount of HI hours earned is based on the total number of hours the intermittent employee works during December 2017, it is most efficient for departments to key an HI05 transaction to the preloaded Time and Attendance batches in Payroll Input Process (PIP) for the December 2017 leave period at the same time the Regular pay is being keyed.

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

DS:SAL:CLAS