

STATE OF CALIFORNIA

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Date: September 30, 2002

LEAVE ACCOUNTING LETTER # 02-023
(Civil Service Only)

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: ADDITIONAL PROCEDURES FOR ANNUAL LEAVE TO VACATION AND SICK LEAVE

This letter provides additional procedures for when an employee is participating in the Annual Leave program and elects to move to Vacation/Sick Leave benefits.

If the employee elects or is required to transfer a portion of their Annual Leave to Sick Leave per the bargaining unit contracts, additional processing is required (please refer to the bargaining unit contracts for application of this provision).

ADDITIONAL PROCEDURES

After completing the steps outlined in the CLAS Civil Service Workbook under "Annual Leave to Vacation and Sick Leave", the following additional steps are required:

- 1) If the Vacation balance exceeds the maximum limit, calculate the excess and transfer the excess into Sick Leave following Step 2.

OR

If the Vacation balance does not exceed the maximum limit, and the employee elects to transfer hours into Sick Leave, determine the number of hours to be transferred and follow Step 2.

- 2) Using the B50-LB Transaction Entry screen, key the transactions below:

VA46 (TRANSFER TO) transaction to transfer hours out of Vacation.

SL47 (TRANSFER FROM) transaction to transfer hours
into Sick Leave.

- 3) Verify the transfer on the B16 - LB Transaction History
screens for Vacation and Sick Leave.

The above additional procedures will be included in the Workbook
revision to be released in October 2002. If you have any questions
regarding this letter, please call the Leave Accounting Liaison
Unit at (916) 327-0756.

RH:dk