

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

DATE: January 5, 2006

LEAVE ACCOUNTING LETTER #06-001  
(CSU Only)

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

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **PERSONAL HOLIDAY POST AND CANCEL**

The following provides information on the 2006 Personal Holiday Posting and Cancel processes.

**PERSONAL HOLIDAY POSTING PROCESS**

A Personal Holiday accrual was posted to the CLAS on January 4, 2006 for all eligible employees. The Personal Holiday will display on the January Leave Activity and Balances report, generated on February 14, 2006 and on the February Statement of Earnings and Deductions/Direct Deposit Advice dated March 1, 2006.

**PERSONAL HOLIDAY CANCEL PROCESS**

Upon request, the State Controller's Office plans to cancel unused Personal Holidays for the 2005 calendar year on January 23, 2006.

The following campuses are scheduled to be included in this year's cancel process:

Chancellor's Office	Los Angeles
California Maritime Academy	Monterey Bay
Cal Poly Pomona	Sacramento
Bakersfield	San Diego
Chico	San Jose
Channel Islands	San Marcos
Dominguez Hills	Sonoma
East Bay	Stanislaus
Fresno	San Bernardino
Humboldt	

If your campus would like to be excluded from the automatic cancel process, please contact the Leave Accounting Liaison Unit at (916) 327-0756 no later than January 18, 2006.

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

JRH:DK:CLAS