

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
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DATE: July 6, 2011

LEAVE ACCOUNTING LETTER #11-009  
(Civil Service Only)

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

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **BARGAINING UNITS 02, 06, 07, 09, 10, AND 13**

As a result of agreements reached between the Department of Personnel Administration (DPA) and Bargaining Units 02, 06, 07, 09, 10, and 13, the following changes are being implemented to the California Leave Accounting System (CLAS).

2010 PLP (LP)

Bargaining Units (BU) 02, 06, 07, 09, 10, and 13 are now included in the automated posting of Earn transactions to the 2010 PLP benefit. The automated posting includes the Earnings ID's 8PL6, 8PL7, and 8PL8 for BU 06 employees.

In July, the SCO will begin posting up to three days of 2010 PLP for BU 10 employees who opt to accelerate the salary reduction of their 2010 PLP by choosing to have their pay reduced by a higher rate of either 9.23% (2 days) or 13.85% (3 days).

Personal Leave Program (PL)

With the posting of the May accruals on June 10, 2011, the State Controller's Office will post the 1.73 hours of PLP, which is earned by Bargaining Unit 02 employees based on a qualifying pay period. This time will be posted to the Personal Leave Program (PL) benefit, which may be cashed out, and the Earn transactions will be posted each month following the Monthly Accrual Cycle. The first posting of the 1.73 hours of PLP occurred on June 15, 2011 for the May leave period.

Professional Development Day (PT)

The Professional Development Day benefit will be reset in July with the new fiscal year. However, due to the new agreement with Bargaining Unit 02, and the three PT days that carry over through June 2012, the SCO will not reset the PT benefit for those employees. The SCO recommends that departments reduce the total of PT days the employees have used by posting a Credit Adjustment (14) transaction to the PT benefit. For example, if a full-time employee has a total of 40 hours (or 5 days) used as of the beginning of the July leave period, then a Credit Adjustment should be posted for 16 hours, so that the PT benefit continues to reflect that the three days have been used, but that there are now two days for fiscal year 2011-12 that have not been used. Please see the Usage Only Benefit Reset leave letter for more information.

### Union Release Time Bank

The Vacation and Annual Leave accrual rates will be reduced for Bargaining Units 06 and 07 by 1 hour and 1 ½ hours, respectively. This will begin with the June 2011 leave period, and will occur every year thereafter. The reduction in the accrual rate is to offset a donation to the Union Release Time Bank.

For those employees who are interested in donating additional time (over and above the accrual reduction) to the Union Release Time Bank, please use Transaction Code 48 – “Transfer to Release Time Bank”. This transaction may be used with the Vacation, Annual Leave, CTO, Excess Hours, Holiday Credit and Personal Leave benefits. The Transaction Code 48 should also be used to deduct the time from E06 or E07 employees, since their accrual rates will not be reduced.

The “credit” side of the Union Release Time Bank will be tracked by the DPA. Therefore, it is not necessary to post a credit to any benefit on the CLAS.

### Voluntary PLP (PV)

On June 27, 2011, the SCO will begin posting up to three days of Voluntary PLP for BU 10 employees who opt to participate in VPLP at either a two- or three-day rate.

### Maximum Carryover Hours

The maximum carryover amount of 640 hours was removed from the BU 06 contract, so that employees are no longer subject to a maximum carryover amount for Vacation or Annual Leave. However, the CLAS was designed to require a maximum carryover amount for these benefits, and reprogramming is needed in order to remove this requirement from the system. The maximum amount of carryover hours for BU 06 employees has been increased on the CLAS to the highest amount possible of 999 hours. Therefore, the Employee Statement of Leave, which is printed in October for most BU 06 employees, will continue to display a statement that the employee has exceeded their maximum carryover amount when their balance is in excess of 999 hours. This statement should be disregarded. The State Controller’s Office will look into the feasibility of the programming changes related to this issue considering the priority of the MyCalPays project.

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

LC:JMH:CLAS