

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

DATE: March 12, 2001

LEAVE ACCOUNTING LETTER #01-006
(CIVIL SERVICE ONLY)

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

FROM: Vicki Korach, Manager
Customer Support Section

RE: NEW TRANSACTIONS FOR FAMILY MEDICAL LEAVE ACT (FMLA) AND SICK LEAVE USAGE

Two new transactions have been developed, one for tracking sick leave usage for a child, parent or spouse based on Assembly Bill 109, and another to restore hours used under the Family Medical Leave Act (FMLA). Below is pertinent information on each transaction.

AB109 - SICK LEAVE USAGE FOR CHILD, PARENT OR SPOUSE

Assembly Bill 109 increased the maximum family sick leave use for a child, parent or spouse to 48 hours and changed the tracking period from fiscal year to calendar year. The maximum use of all other family sick leave remains at 40 hours per fiscal year. A new transaction, USE - FAMILY SICK (AB109), has been developed and is available for your immediate use. This transaction identifies that sick leave was used to attend to the illness of a child, parent or spouse.

Attributes of the new transaction are:

- Full transaction name: USE - FAMILY SICK (AB109)
- Transaction Code: 72
- Valid Benefits: AL, CT, EH, HC, HI, HT, LT, MO, OC, PA, PD, PH, PL, PR, PV, SL, VA, VB, VT

USE - FAMILY SICK (AB109) transactions may be entered via CLAS, Payroll Input Process (PIP) or magnetic tape. You may submit this new transaction retroactive to January 1, 2000. If you choose to report usage for prior leave periods and the amount of the FAMILY SICK (AB109) was previously included in a 'USE' transaction under Sick Leave or Family Sick Leave, the original transaction must be voided on CLAS using the B52-Void Transaction Entry screen. After voiding the transaction, enter a new 'USE' transaction for FAMILY SICK (AB109) using transaction code 72 on the B50-Transaction Entry screen.

For further information regarding Assembly Bill 109, please refer to Personnel Management Liaison Letter (PML) #2000-047.

FMLA RESTORATION

A new transaction is now available to accommodate the use of a 12 month rolling calendar for FMLA. The transaction, ADJUST - CREDIT (14), can be used to restore a usage that is over 12 months old.

An ADJUST - CREDIT (14) transaction should be keyed to restore the time used prior to the 12-month period to accurately reflect the employee's rolling calendar balance.

Example: Employee's leave history shows that a FMLA usage of 40 hours was posted for a leave period that is now 13 months old. Use the new ADJUST - CREDIT (14) transaction to restore the 40 hour usage that is 13 months old. The FMLA balance on CLAS will then accurately reflect the usage for the employee's inclusive 12 month rolling calendar.

Attributes of the new transaction are:

- Full transaction name: ADJUST - CREDIT
- Transaction Code: 14

For those departments with Management Information Retrieval System (MIRS) access, reports can be developed to assist in tracking FMLA usage over the 12 month period. Please contact your MIRS coordinator for more information.

If you have any questions regarding these new transactions, please contact the Leave Accounting Liaison Unit at (916) 327-0756 or (CALNET) 467-0756.

VK:dk