

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

DATE: March 26, 2001

LEAVE ACCOUNTING LETTER #01-008

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

FROM: Vicki Korach, Manager  
Customer Support Section

**RE: AUTOMATED ANNUAL LEAVE PROCESS**

Pursuant to Personnel Management Liaison Letter (PML) 99-050, participation in the Annual Leave program is no longer irrevocable. As a result, an automated process to transfer an employee from Annual Leave to Vacation/Sick Leave has been developed for the California Leave Accounting System (CLAS). Effective immediately, this leave letter supercedes Leave Letter #00-004, dated February 2, 2000.

The following instructions should be referenced when transferring employees from Annual Leave (AL) to Vacation (VA) and Sick Leave (SL):

**INSTRUCTIONS**

Use the B14 screen to verify that all necessary accruals have posted for AL (i.e. an employee transferring to VA/SL effective 3/01/2001 should have AL accruals showing for February 2001).

Use the B20 screen to determine whether or not VA/SL were previously established. (If listed on this screen VA/SL are either currently or were previously established.)

Follow the instructions for A, B, or C below depending on the employee's history.

A. If Vacation and Sick Leave are established for the first time:

Use the B66 screen to add an establishment period for both VA and SL.

B. If Vacation and/or Sick Leave were previously established:

Use the B68 screen to add an establishment period for VA and/or SL. However, if SL has a current End Lv Prd of 99/99, no action is necessary.

C. If Vacation and Sick Leave are established retroactively:

Use the B52 screen to void any Annual Leave usages/accruals that should have been posted as Vacation/Sick Leave.

Use the B66 or B68 screen to establish Vacation and/or Sick Leave.

Use the B50 screen to post any usages/accruals that were voided as Annual Leave.

As a result of adding an establishment period (B66 or B68) for the Vacation benefit, CLAS will automatically perform the following functions:

Vacation benefit will be established and begin to post accruals for each qualifying leave period (see B68)

Annual Leave establishment period will be ended (see B68)

Annual Leave history will be retained (see B14/B16)

TRANSFER TO VA transaction will be posted to Annual Leave (see B16)

TRANSFER FROM AL transaction will be posted to Vacation (see B16)

The Last Accrual Leave Period for employees with previously established Sick Leave will change to N/A (see B12 screen). This change will cause accruals to begin to post for Sick Leave for each qualifying leave period.

If an employee's Vacation or Sick Leave benefit was erroneously established, contact the Leave Accounting Liaison Unit in order to have the benefit deleted.

Lastly, the system will not audit whether or not an employee has met the 24-month requirement prior to returning to Vacation/Sick Leave. Therefore, this will need to be reviewed prior to making any changes.

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

VK:jmh