

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

DATE: March 19, 2003

LEAVE ACCOUNTING LETTER #03-011
(CIVIL SERVICE ONLY)

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

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

RE: PROFESSIONAL TRAINING AND DEVELOPMENT

This is to inform you that the existing usage only benefit Professional Training will be renamed to Professional Training/Development effective April 22, 2003. The benefit ID will remain PT, but the abbreviated name will be changed to Trng/Dev.

Currently, Professional Training is used only for Bargaining Unit 19 employees. However, Bargaining Unit 02's existing contract contains a provision for Professional Development, which has characteristics similar to Professional Training for Bargaining Unit 19. As such, the benefit name was changed to Professional Training/Development to allow use by both bargaining units.

Professional Training/Development will continue to be reset to zero at the beginning of each fiscal year only for Bargaining Unit 19 employees. For Bargaining Unit 02 employees, the benefit will be reset to zero at the beginning of each calendar year.

If you have any questions or need assistance, please contact Leave Accounting Liaison at (916)327-0756.

JRH:ab