

STATE OF CALIFORNIA

STEVE WESTLY,
CALIFORNIA STATE CONTROLLER

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: June 18, 2003

LEAVE ACCOUNTING LETTER # 03-018
(Civil Service Only)

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

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

Re: PERSONAL HOLIDAY AND HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

This is to inform you of the Personal Holiday and Holiday Credit In Lieu of Personal Holiday processes that will be run during July 2003.

PERSONAL HOLIDAY

On July 2, 2003, Personal Holiday accruals for the 2003/2004 fiscal year will be posted to the CLAS. The accrual transaction 'PH10' will be posted for all full/part time and hourly intermittent employees entitled to Personal Holiday. If an employee is on a temporary separation or serving a waiting period with an end date after July 30, 2003, the accrual transaction will not be posted.

Employees on temporary separations are not entitled to the Personal Holiday accrual until they return from the separation. Upon the employee's return, the agency must post the accrual transaction 'PH10' for the month the employee returns to active status.

If the employee is on a Personal Holiday waiting period with an end date after July 30, 2003, the accrual transaction 'PH10' will be automatically posted on the 2nd day of the leave period in which the waiting period ends.

HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

Also on July 2, 2003, a Holiday Credit In-Lieu of Personal Holiday transaction 'HC09' will be posted for full or part-time employees entitled to this benefit. This transaction will not be posted for hourly intermittent employees, nor any employee on a temporary separation.

The Holiday Credit In-Lieu of Personal Holiday 'HC09' transaction

for hourly intermittent employees must be posted by the agency after determining how many hours the employee is due.

Employees on a temporary separation are not entitled to the Holiday Credit In-Lieu of Personal Holiday until they return from the separation. Upon the employee's return, the agency must post the transaction 'HC09' for the month the employee returns to active status.

Per Bargaining Unit contracts, some employees must serve a waiting period before receiving Holiday Credit In-Lieu of Personal Holiday. This waiting period can not be documented using the CLAS. Therefore, if the employee is currently serving a waiting period, the agency will need to void the 'HC09' transaction posted on July 2, 2003. Once the waiting period has ended, the agency may then post the 'HC09' transaction for the leave period in which the waiting period ends.

The Personal Holiday and the Holiday Credit In-Lieu of Personal Holiday transactions will display on the Leave Activity and Balances (LAB) report available via ViewDirect on August 15, 2003 and the employees' Statement of Earnings and Deductions/ Direct Deposit Advice for the August 2003 pay period.

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

JRH:dm