LEAVE ACCOUNTING LETTER # 03-021

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

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

Re: USAGE ONLY BENEFITS - FISCAL YEAR RESET 

On July 14, 2003, Begin Total transactions for FISCAL YEAR USAGE ONLY benefits will be posted to the CLAS. These transactions will be posted for the July 2003 leave period and will reset the TOTAL HOURS/DAYS used to zero. BEGIN TOTAL transactions will be posted for the following benefits:

Administrative Time Off 
Bereavement Leave 
Continuing Medical Education Leave 
Emergency Military Leave - Days 
Emergency Military Leave - Hours 
Military Leave - Days 
Military Leave Hours 
Paid Educational Leave * 
Professional Training/Development ** 
Subpoenaed Witness 

* Paid Educational Leave for Bargaining Unit 20 employees will not be reset to zero due to multi-fiscal year usage rules contained in the bargaining unit contracts. If the benefit's fiscal year tracking period has ended, the agency must post a Begin Total (27) transaction with an amount of zero to reset the benefit.

** Professional Training/Development for Bargaining Unit 02 employees will be reset to zero at the beginning of the calendar year.

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

JRH:dm