

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

DATE: August 18, 2003

LEAVE ACCOUNTING LETTER #03-022  
(CIVIL SERVICE ONLY)

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

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

**RE: NEW BENEFIT - PERSONAL LEAVE DAY**

In response to the Department of Personnel Administration's July 1, 2003 implementation of a Personal Leave Day (PLD) program for excluded employees, a new 'earned' benefit was developed to track PLD on the CLAS. The benefit ID 'LD' will be used to post PLD hours to the CLAS. Please refer to Personnel Management Letter (PML) #2003-024 for PLD eligibility requirements.

The State Controller's Office has developed an automated CLAS process to post the PLD to all eligible full/part time employees. The July 2003 PLD will be posted on August 20, 2003 and will display on the employees' August Statement of Earnings and Deductions.

Future month LD benefits will be automatically posted for all eligible full time/part time employees on the Monday following the CLAS Monthly Accrual Cycle (e.g., PLD earned for August will be posted on the evening of Monday, September 15, 2003).

Intermittent employees will not be included in the automated PLD posting process. For eligible intermittent employees, agencies must post a PLD Earn (LD05) transaction online using the B50-LB Transaction entry screen. Please refer to PML #2003-024 for the amount of hours to be posted.

Personal Leave Day Attributes:

- Full Transaction Name: Personal Leave Day
- Abbreviated Name: PLD
- Transaction Code: LD
- Benefit Category: Earned Benefit
- Rate of Measure: Hours
- Valid Transactions: 01 04 05 24 37 44 71 72

The transactions for this benefit may be entered via the CLAS, the Payroll Input Process System, or magnetic tape.

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

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