

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

DATE: November 14, 2003

LEAVE ACCOUNTING LETTER #03-029
(CIVIL SERVICE ONLY)
(REVISED)

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

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

RE: **2003 PERSONAL LEAVE PROGRAM (PLP) POSTING TO THE CLAS**

This letter is to inform you of 2003 PLP posting to the CLAS and will address:

Positive Pay Employees (Roll Codes 3, 4, and 8)
Hours Earned for Part-time (Fractional Time Base) Employees
Proration of Full-time and Part-time PLP Credit
Miscellaneous 2003 PLP Information

POSITIVE PAY EMPLOYEES (Roll Codes 3, 4, and 8)

On Monday, November 17th, the State Controller's Office will post 2003 PLP Earn transactions (LD 05) for intermittent employees (Roll Codes 3 and 4), as well as semi-monthly (Roll Code 8) employees to the CLAS. These credits will be posted to the October leave period. The credit will be based on the employee's Regular (Payment Type 0) pay that had PLP deducted with an 8PLP or 8PL6 Earnings ID. Credits are calculated based on Regular pay only since other types of pay, such as Overtime, Disability, and Holiday pay, are not subject to PLP. Regular pay that does not have the Earnings ID 8PLP or 8PL6 will not be counted towards the 2003 PLP credit.

For future months, the PLP credits will be posted to the CLAS on the Monday (or Tuesday if Monday is a holiday) following the 10th of the month, in order to allow for pay to issue for positive pay employees. The number of PLP hours earned for intermittent employees whose Regular pay had PLP deducted follows:

Intermittent Chart

<u>Hours Worked</u>	<u>PLP Credits</u>
0 - 10.99	0
11 - 30.99	1
31 - 50.99	2
51 - 70.99	3
71 - 90.99	4
91 - 110.99	5
111 - 130.99	6
131 - 150.99	7
151 or more	8

HOURS EARNED FOR PART-TIME (FRACTIONAL TIME BASE) EMPLOYEES

This section applies to part-time employees receiving a standard warrant with PLP deducted. These employees will receive PLP credit based on their time base according to the chart below:

Part-time Chart

<u>Time Base</u>	<u>PLP Credits</u>
1/10	1
1/8	1
1/5	2
1/4	2
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

PRORATION OF FULL-TIME AND PART-TIME PLP CREDIT

Those full-time and part-time employees who worked less than their time base will receive prorated PLP credit. The number of Days and Hours Paid will be converted to hours and the Intermittent Chart above will be used to determine the prorated amount of PLP credit. The State Controller's Office will use the following calculation to determine the number of prorated PLP hours. This calculation may be used by the departments when an employee is separating mid-month and PLP credit has not yet been posted. Below are examples of prorating PLP Credit for employees who work less than their time base.

Example 1: Full-time employee was paid a total of 8 days 4 hours Regular pay, which had the 8PLP Earnings ID on the payment.

8 hours worked per day multiplied by 8 Days Paid equals 64 hours plus
4 Hours Paid equals 68 total Hours Worked.

Based on the Intermittent Chart above, this employee receives 3 hours PLP Credit based on 68 Hours Worked for the pay period.

Example 2: Part-time employee (2/5 time base) was paid a total of 19 days, 6 hours Regular Pay, which had the 8PLP Earnings ID on the payment.

3.2 hours worked per day multiplied by 19 Days Paid equals 60.8 Hours plus
6 Hours Paid equals 66.8 total Hours Worked.

Based on the Intermittent Chart above, this employee receives 3 hours PLP Credit based on the 66.8 Hours Worked for the pay period.

MISCELLANEOUS 2003 PLP INFORMATION

The State Controller's Office will manually post the July, August, and September 2003 PLP credit for positive pay employees in Bargaining Units 05, 16, and 19 by November 21, 2003.

PLP hours earned during 1992-1993 will continue to be tracked using the Personal Leave Program (PL) benefit. This is to allow for the balances to be tracked separately.

Lump Sum does not need to be keyed for the LD benefit since the CLAS will not allow Lump Sum to be keyed beyond the separation date of the employee.

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

JRH:jmh