

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

DATE: June 26, 2006

LEAVE ACCOUNTING LETTER #06-008
(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 2006.

PERSONAL HOLIDAY

On July 5, 2006, Personal Holiday accruals for the 2006/2007 fiscal year will be posted to the CLAS. The accrual transaction 'PH10' will be posted for 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 August 1, 2006, the Personal Holiday accrual 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 August 1, 2006, 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 5, 2006, a Holiday Credit In Lieu of Personal Holiday transaction 'HC09' will be posted for full/part time employees eligible for this benefit. Below is a list of eligible employees:

- BU 12 & 13 rank & file employees
- BU 07 class code 8979 (Firefighter) at Mental Health or Developmental Services
- BU 07 class codes 8989 or 8990 (Firefighter/Security Officer) at the Department of Military

A 'HC09' transaction will not be posted for intermittent (Roll Codes 3 and 4) employees, or any employee on a temporary separation.

The Holiday Credit In Lieu of Personal Holiday 'HC09' transactions 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 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 cannot 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 5, 2006. Once the waiting period ends, the agency may then post the 'HC09' transaction for the leave period in which the waiting period ended.

The Personal Holiday and Holiday Credit In Lieu of Personal Holiday transactions will display on the Leave Activity and Balance (LAB) report available via ViewDirect on August 16, 2006 and the employee's Statement of Earnings and Deductions/Direct Deposit Advice for the August 2006 leave period.

BARGAINING UNIT 06 EMPLOYEES

Holiday Credit In Lieu of Personal Holiday transactions for BU06 employees will be posted later in July. The posting is being postponed due to the merger of the Department of Corrections and Youth Authority on the CLAS.

Below are special procedures and processes for departments with BU06 employees:

- By July 14th have June 2006 attendance, retroactive changes and debit adjustment transactions for Employer Level benefits (Holiday Credit, Excess Hours, CTO, etc.) keyed.
- On July 17th SCO will make the name change to the Department of Corrections & Rehabilitation.
- On July 18th begin posting Credit Adjust (or Begin Balance) transactions under the new department name.
- On July 24th SCO will post Holiday Credit In Lieu of Personal Holiday transactions.

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

JRH:DK:CLAS