

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

DATE: June 17, 2020

LEAVE ACCOUNTING LETTER #20-006

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

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**RE: HOLIDAY CREDIT IN LIEU OF SATURDAY HOLIDAY**

The State Controller's Office will automatically post Holiday Credit in lieu of Saturday Holiday (HC12) hours on July 6, 2020, for Independence Day. The hours will be posted to the July 2020 leave period for eligible full-time and part-time employees.

NOTE: The posting of HC 12 transactions replaces the posting of any Earn – Holiday on RDO (RD) or Earn – State Holiday (SH) transactions. No department should manually post or electronically submit the RD or SH transaction to the HC leave benefit for July 2020, since this is considered duplicate credit.

**EMPLOYEES EXCLUDED FROM THE AUTOMATED PROCESS**

The following groups are not included in the automated posting of Holiday Credit, according to policy or by request of the department prior to the previous (March 2018) posting:

- Bargaining Unit 5 – California Highway Patrol (CHP)
- Bargaining Unit 6 – Rank and File employees in 'posted' positions
- Bargaining Unit 7 – Class Codes 1662 – 1665 at CHP
- Bargaining Unit 8 – Department of Forestry and Fire Protection
- Department of Corrections and Rehabilitation – DJJ/CEA or OCE employees
- Department of Education, Special Schools' calendar year academic teachers
- Franchise Tax Board
- Judicial Council of California
- Office of Legislative Counsel
- State Lands Commission (Class Codes 8880 and 8889 only)

Employees who receive Holiday Credit on a monthly or quarterly basis will be included in this process and the Earn – Hol on Sat (12) transaction code will be posted in place of the Earn – State Hol transaction code for the month of July 2020. The bargaining units and/or class codes to be included are:

- Fire Captains (Class Code 9001) in R06 at the Department of Corrections and Rehabilitation
- Firefighters (Class Code 8979) in R07 at the Department of State Hospitals or Department of Developmental Services
- Firefighter/Security Officers (Class Code 8989 or 8990) in R07, at the Department of the Military or Department of Parks and Recreation
- Employees with Collective Bargaining IDs of R12 or R13

NOTE: Fire Captains will be credited 16 hours of Holiday Credit – State Holiday for July 2020 on August 4, 2020.

### **INSTRUCTIONS FOR INTERMITTENT EMPLOYEES**

Intermittent employees are not included in the automated process due to the timing of the process. Because the amount of Holiday Credit hours earned is based on the total hours the intermittent employee works during the holiday month, it is most efficient for the departments to key an HC12 Earnings ID to the preloaded Time and Attendance batches in PIP for the July 2020 leave period at the same time as regular pay is keyed.

Employees who are temporarily separated or who had a non-qualifying leave period for July 2020 will be excluded from the posting. If employees who fall in one of these categories are eligible to receive the Holiday Credit for Independence Day, departments must manually post the HC12 transaction.

As a reminder, when an employee has Holiday Credit balances outstanding from a previous department, and your department is accepting those hours, refer to the “Earned Benefit Transfer Procedure” in the CLAS Workbook for instructions on transferring the hours.

If you have questions regarding this letter, or if your department has questions or concerns about the employees being included or excluded from this process, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items, agencies can contact the Statewide Tax Support Program (STSP) – [PPSDtaxsupsect@sco.ca.gov](mailto:PPSDtaxsupsect@sco.ca.gov), Statewide Customer Contact Center (916) 372-7200, HR Suggestions Email Inbox (All HR Staff) – [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov), or Escalation Email Inbox (HR Supervisors and Managers) – [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov).

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