

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

DATE: July 9, 2019 LEAVE ACCOUNTING LETTER #19-006

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

FROM: Marissa Revelino, Chief  
Personnel and Payroll Services Division

RE: **USAGE ONLY BENEFITS – FISCAL YEAR RESET**

On July 29, 2019, the State Controllers Office (SCO) will reset "Usage Only" benefits by posting a Begin Total transaction (27) with an amount of zero to the CLAS for the July 2019 leave period. The following Usage Only benefits are included in the fiscal year reset:

Administrative Time Off  
Bereavement Leave  
Continuing Medical Education  
Health-Dental  
Military Leave – Days  
Military Leave – Hours  
Official Union Business  
Professional Training/Development (PDD)  
Retirement  
Subpoenaed Witness  
Union Conference/Training  
Union Paid Leave

NOTE:

- The Health-Dental benefit is reset on both a fiscal and calendar year basis, to accommodate the two 6-month control periods in the year.
- The Professional Development Days (PDD) benefit for R06 is reset to zero on a calendar year basis; therefore, it is not included in the fiscal year reset.

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

MR:SAL:CLAS