

STATE CONTROLLER'S OFFICE

PERSONNEL AND PAYROLL SERVICES DIVISION

P.O. BOX 942850

SACRAMENTO, CA 94250-5878

DATE: January 5, 2021

LEAVE ACCOUNTING LETTER #21-001

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: TRAINING LEAVE BARGAINING UNITS 12 & 13**

In response to the agreement between Bargaining Units (BU) 12 & 13 and the State of California, the California Leave Accounting System will provide the benefit Paid Educational Leave (PE) to track the new Training Leave available to represented employees, as detailed in section 10.22 of the BU 12 contract and section 9.19 of the BU 13 contract.

CLAS PAID EDUCATION LEAVE CHARACTERISTICS

Full Transaction Name: Paid Educational Leave

Abbreviated Name: PD EDUC

Leave Benefit ID: PE

Benefit Type: Usage Only

Rate of Measure: Hours

Valid Transactions: 01, 14, 15, 27

Benefit Reset: Calendar Year for BU 12 and 13

The transaction code 01 may be entered via FTP or the Payroll Process.

BENEFIT RESET

The Paid Educational Leave (PE) benefit will be reset annually via the automated Usage Only Benefits – Calendar Year Reset, beginning in January 2022 for Bargaining Unit 12 and 13 employees.

RETROACTIVITY

If retroactive usage transactions are keyed to either 2019 or 2020, HR staff must reset the benefit manually, as follows. For transactions keyed in 2019, enter a Begin Total Transaction (27) with a zero amount for the 01/20 Leave Period. For transactions keyed in 2020, enter a Begin Total Transaction (27) with a zero amount for the

01/21 Leave Period. For more information regarding Usage Only Benefit Reset, refer to page 30 in the [CLAS Workbook](#).

CLAS REPORTING

As with all Usage Only Benefits, Paid Educational Leave (PE) will display after a usage is entered. Reporting includes the Monthly Leave Activity and Balances, Employee's Statement of Leave (Annual Leave Statements), the employee's Statement of Earnings, and Direct Deposit Advices.

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items and additional questions regarding this letter, agencies can use the following contact information:

Contact:

- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [CalATERS Replacement Project](#)
- [California State Payroll System Project](#)

JEB:SAL:CLAS