

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

DATE: January 12, 2021 LEAVE ACCOUNTING LETTER #21-002

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: USAGE ONLY BENEFITS – CALENDAR YEAR RESET

On January 25, 2021, the State Controller's Office will update the following Usage Only Benefits for the 2021 calendar year:

Dock
Family Medical Leave Act
Health and Dental
Jury Duty
Maximum Hours Worked
Professional Training and Development
Union Time Off

These benefits will be reset with the posting of a Begin Total (27) transaction in the amount of zero hours to the January 2021 leave period.

EXCEPTIONS

The Family Medical Leave Act benefit will be reset to zero for all excluded and rank and file employees in the Civil Service Bargaining Units 1, 2, 3, 4, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, and 21, in accordance with their bargaining unit contracts. The benefit will not reset to zero for rank and file employees in Bargaining Units 5, 8, 9, and 16.

The Maximum Hours Worked benefit will not be reset for Student, Youth, and Seasonal Classifications who are tracked on a 12-month basis, rather than calendar year, in accordance with the California Code of Regulations section 265.1. In addition, this benefit will not be reset for employees at the Employment Development Department.

The Professional Training/Development (PDD) benefit is reset to zero for R06 employees only, in accordance with the bargaining unit contract.

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:

Additional Contact Information:

- [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:AJE:CLAS