

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

DATE: June 8, 2021

LEAVE ACCOUNTING LETTER #21-006

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

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division**RE: BU 18 PERSONAL HOLIDAY TO HOLIDAY CREDIT CONVERSION**

Pursuant to the Bargaining Unit agreement, employees in Bargaining Unit 18 who have not used their Personal Holiday credit before June 30<sup>th</sup> must have those credits converted to Holiday Credit, on an hour-for-hour basis. Departments should complete the conversion of Personal Holiday credit to Holiday Credit for applicable employees.

The conversion can be completed by processing the following transactions:

Leave Period	Leave Benefit	Transaction Code	Amount	Leave Benefit
June	PH	46	Available Units on 6/30	HC
July	HC	47	Units converted to hours	PH

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, agencies can use the following contact information:

**Contact:**

- [Statewide Customer Contact Center](tel:9163727200) (916) 372-7200
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Cal Employee Connect Email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
- Cal Employee Connect Feedback Email [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)

**SCO Key Initiatives:**

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