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

DATE: July 21, 2021 LEAVE ACCOUNTING LETTER #21-009

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: USAGE ONLY BENEFITS – FISCAL YEAR RESET

On July 26, 2021, the State Controller's Office will reset "Usage Only" benefits by posting a Begin Total transaction (27) with an amount of zero to the CLAS for the July 2021 leave period. The following Usage Only benefits are included in the fiscal year reset:

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

NOTES:

- 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 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 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](#) (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](#)
- [California State Payroll System Project](#)

JEB:AJE:CLAS