

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

DATE: December 9, 2025

LEAVE ACCOUNTING LETTER #25-008

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Services Division**RE: REVISED: PERSONAL LEAVE PROGRAM 2025**

In response to the agreement between collective Bargaining Units (BUs) and the State of California, the California Leave Accounting System (CLAS) has created a new leave benefit to track the new 2025 Personal Leave Program (PLP). This program will begin for the July 2025 leave period, with varied end dates as outlined in the specific Memorandum of Understanding (MOU). Eligible employees will earn the following hours of 2025 PLP:

- BU 1, 3, 4, 9, 10, 11, 12, 13, 14, 15, 17, 19 and 20 will earn five hours of 2025 PLP
- BU 2 and 5 will earn eight hours of 2025 PLP
- BU 6 will earn five hours of 2025 PLP
- BU 6 Fire Captains (class code 9001, in ranges L, M, N, or P) will earn seven hours of 2025 PLP
- BU 7 employees will earn 3.5 hours of 2025 PLP

CLAS PLP 2025 CHARACTERISTICS

Full Transaction Name:	Personal Leave Program 2025
Abbreviated Name:	2025 PLP
Leave Benefit ID:	LY
Benefit Type:	Earned Benefit
Rate of Measure:	Hours
Valid Transaction Codes:	01, 04, 05, 14, 15, 24, 36, 37, 44, 70, 71, 72, BL, CF, DW, FA, FC, FM, IE, PI, PL, PT, RB, RI, RL, RN, RT, SI, SN, ST
PIP/FTP Earning's ID:	LY01, LY04, LY05, LY24, LY36, LY70, LY71, LY72, LYBL, LYCF, LYDW, LYFA, LYFC, LYFM, LYIE, LYPI, LYPL, LYPT, LYRB, LYSI, LYSN, LYST
Hours Available:	Varied; based on MOUs and California Department of Human Resources (CalHR) Policy

CLAS AUTOMATED POSTING

The State Controller's Office (SCO) has developed an automated CLAS process to post the 2025 PLP for all eligible employees. The Personal Leave Program 2025 will be posted for full-time and part-time employees on the day following the last Green Cycle of every month. The 2025 PLP leave benefit is available effective July 1, 2025 but should be used in accordance with the CalHR [Human Resources Manual, section 2113 – Personal Leave Program](#). The amount of the 2025 PLP – Earn (LY 05) transaction will be based on the employee's Regular pay (Payment Type 0) that had PLP deducted with the appropriate PLP Earnings ID.

PRORATED HOURS

Full-time and part-time employees who are not issued a standard warrant will have their 2025 PLP hours prorated according to the intermittent chart in the CalHR 2025 MOUs, for the appropriate bargaining unit. This applies to employees who are on dock, have been separated or hired mid-month, or working while on disability, etc.

CLAS MANUAL POSTING

The California Leave Accounting System will not post Earn transactions for positive pay employees (Roll Codes 3, 4, or 8). This is due to the preference of the departments to key 2025 PLP Earn (LY05) and Use (LY01) transactions on the Payroll Input Process (PIP) at the same time they are keying Regular Hours for positive employees, and due to the timing of the SCO's automated process. Because the 2025 PLP hours may be used during the same month they are earned, it would cause a delay on the part of the departments if SCO were to include positive pay employees in the mass update process.

To determine the amount of the 2025 PLP Earn transaction, please refer to the various bargaining unit 2025 MOUs, side letters, and pay letters.

Any retroactive Personnel Action Request or dock transaction that affects an employee's time base, the number of days or hours paid, or other terms of eligibility will need to be corrected manually in CLAS when the retroactivity affects the number of hours earned for 2025 PLP.

CLAS REPORTING

The new 2025 PLP benefit will be reflected in the Monthly Leave Activity and Balances report, as well as the Employee's Statement of Leave. The employee's Statement of Earnings and Direct Deposit Advices received at the end of August will reflect the new 2025 PLP benefit.

BARGAINING UNIT UPDATES

Also beginning with the July 2025 leave period, eligible employees of the following bargaining units will receive the following hours of 2025 PLP monthly:

- BUs 3* and 13 will earn 5 hours of 2025 PLP
- *BU 3 employees working an academic calendar schedule will earn the following hours of PLP:
 - 176, 184, and 194 days per academic year will earn 3.75 hours of 2025 PLP
 - 204, 209, 219, 220, 224 days per academic year will earn 4.38 hours of 2025 PLP

Beginning with the August 2025 leave period, eligible employees of the following bargaining unit and agency will receive the following hours of 2025 PLP monthly:

- BU 16 will earn 8 hours of 2025 PLP
- The Judicial Council will earn 5 hours of 2025 PLP

Beginning with the September 2025 leave period, eligible employees of The State Auditor's Office will receive the following hours of 2025 PLP monthly:

- Employees in a statewide classification tied to BU02 will receive 8 hours of 2025 PLP
- Employees in a statewide classification tied to BU07 will receive 3.5 hours of 2025 PLP
- All other employees will receive 5 hours of 2025 PLP

Beginning with the October 2025 leave period, eligible employees of the following bargaining units will receive the following hours of 2025 PLP monthly:

- BU 8 employees included under section 8.2 and 8.3 of the MOU will earn 6 hours of 2025 PLP
- BU 8 employees included under section 8.4 of the MOU will earn 4 hours of 2025 PLP
- BU 10 will earn 6 hours of 2025 PLP
- BU 18 will earn 5 hours of 2025 PLP

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:

All PPSD Contact Information:

- [PPSD Contacts and Additional Information](#)

Web Resources:

- [For HR Personnel](#)
- [For State Employees](#)

LD:MRV:CLAS