

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

DATE: November 14, 2025

LEAVE ACCOUNTING LETTER #25-009

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Services Division

RE: CALIFORNIA LEAVE ACCOUNTING SYSTEM ANNUAL YEAR-END PURGE PROCESS

The California Leave Accounting System (CLAS) will perform annual year-end maintenance on Monday, December 8, 2025, at 6:00 p.m.

During this process, the following system purge actions will occur:

- Calendar year 2020 leave accounting end balances will be carried forward to the January 2021 leave period as follows:
 - Purge balance transactions for accrued or earned benefits and state service
 - Purge total transactions for usage-only benefits
- All calendar year 2020 leave benefit transactions and balances will be deleted
- Leave benefits with establishment periods ending in calendar year 2020 will be deleted
- Calendar year 2020 state service transactions and balances will be deleted
- Employees separated or inactive since December of calendar year 2020 will be deleted
- Employees designated as Not Leave System Eligible (NLSE) for more than five years will be deleted (refer to the P62 Leave System Eligibility Maintenance screen for details)

Purge transactions will not post for:

- Employees with out-of-service Personnel Information Management System (PIMS) history
- Out-of-service state service or leave benefits
- Accrued benefits lacking an active establishment period in January 2020

Departments must void any incorrect purge balance or total transaction and repost the correct amount using a begin balance (code 24) or begin total (code 27).

To prevent system errors, departments must resolve all outstanding CLAS errors and retroactive changes by 5:30 p.m. on December 8, 2025.

To request an employee's purged history (fees apply), visit our [CLAS](#) webpage

For questions, contact the Leave Accounting Liaison at **(916) 327-0756**.

For personnel or payroll assistance, agencies may use the following designated contact information:

All PPSD Contact Information:

- [PPSD Contacts and Additional Information](#)

Web Resources:

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

LD:DR:CLAS