

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

DATE: July 18, 2025

LEAVE ACCOUNTING LETTER #25-006

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

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

RE: USAGE ONLY BENEFITS – FISCAL YEAR RESET

On July 28, 2025, the State Controller's Office will reset "Usage Only" benefits by posting a Begin Total transaction (27) with an amount of zero to the California Leave Accounting System for the July 2025 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:

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) Help and Feedback](#)

- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (SCCC) (916) 372-7200

SCO Key Initiatives:

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

Websites:

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

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