

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

DATE: February 5, 2026

LEAVE ACCOUNTING LETTER #26-002

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

FROM: Lisa Dean, Chief  
Personnel and Payroll Services DivisionRE: **UNION RELEASE TIME BANK DONATION BARGAINING UNIT 08**

Per the California Department of Human Resources' Labor Relations Office, the State Controller's Office (SCO) is required to post Union Release Time Bank (URTB) deductions for members of Collective Bargaining Identifier (CBID) R08. These transactions will appear with the transaction code, RB (Donation – RTB).

This fiscal year, the donations for CBID R08 employees will automatically post according to the following schedule, and will display on the payroll warrant/direct deposit advice issued as follows:

CBID	Time Base	Leave Period	Post Date	Amount	Payroll Warrant Issue Date
R08	FT – PT	02-26	02/18/26	1	03/01/26
R08	INT	02-26	02/18/26	1	March 1 – 15 or 2 <sup>nd</sup> half
R08	FT – PT	08-26	07/31/26	2	09/01/26
R08	INT	08-26	07/31/26	2	Sept. 1 – 15 or 2 <sup>nd</sup> half

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:DR:CLAS