

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

DATE: June 23, 2026

LEAVE ACCOUNTING LETTER #26-005

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

FROM: Lisa Dean, Chief
Personnel and Payroll Services Division

RE: PERSONAL HOLIDAY AND HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

This letter outlines the July 2026 processing schedule for Personal Holiday (PH10) accruals and Holiday Credit in Lieu of Personal Holiday (HC09), and provides guidance on eligibility, exclusions, and required departmental actions.

PERSONAL HOLIDAY

The Personnel and Payroll Services Division (PPSD) will post Personal Holiday (PH10) accruals for 2026–27 fiscal year to the California Leave Accounting System (CLAS) on July 2, 2026, for all full-time, part-time, and intermittent employees who are entitled to the benefit.

Employees on temporary separation are not eligible until they return to active status. Departments must post PH10 for the month the employee returns.

Employees serving a Personal Holiday waiting period that ends after July 31, 2025, will receive the PH10 automatically on the second day of the leave period in which the waiting period ends.

DEPARTMENT ACTION REQUIRED

Departments must manually post PH10 when:

- An employee returns from temporary separation
- An employee completes a Personal Holiday waiting period

HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

The Personnel and Payroll Services Division will post Holiday Credit in Lieu of Personal Holiday (HC09) on July 13, 2026, for eligible full-time and part-time employees in:

- BU06 – Rank & File
- BU07 – Class Code 8979 (Firefighter) at DSH and DDS
- BU12 – Rank & File • BU13 – Rank & File

Intermittent employees (Roll Codes 3 and 4) will not receive an automated HC09 posting. Departments must determine the correct number of hours and post HC09 manually.

Employees on temporary separation are not eligible until they return to active status. Departments must post HC09 for the month the employee returns.

Employees who must complete a waiting period before receiving HC09 require correction. If the employee is still in a waiting period on July 13, 2026, departments must void the automated HC09 and repost it to the leave period in which the waiting period ends.

Employees who transferred from a bargaining unit eligible for a Personal Holiday to one eligible for HC09, and who still have a Personal Holiday on record, must be reviewed. Contact the Leave Accounting Liaison at (916) 327-0756. Employees may receive only one of these benefits—not both.

DEPARTMENT ACTION REQUIRED

Departments must manually:

- Post HC09 for intermittent employees
- Post HC09 for employees returning from temporary separation
- Void and repost HC09 for employees in a waiting period
- Review transferred employees and contact the Leave Accounting Liaison if both benefits appear on record

REPORTING

Personal Holidays PH10 and HC09 transactions will appear on the Leave Activity and Balance Report in ViewDirect on August 13, 2026.

Employee Statements of Earnings and Deductions/Direct Deposit Advice for the August 2026 pay period will reflect the Personal Holiday or Holiday Credit earned for July.

ADDITIONAL GUIDANCE

The California Department of Human Resources (CalHR) has published [Personal Holiday FAQs](#) to assist departments in applying Personal Holiday policies. These are available on the State Controller's Office website.

For policy questions, contact CalHR's Personnel Services Branch at (916) 323-3343 or psb@calhr.ca.gov.

QUESTIONS

For questions regarding this letter, contact the Leave Accounting Liaison Unit at (916) 327-0756.

All PPSD Contact Information:

- [PPSD Contacts and Additional Information](#)

Web Resources:

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

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