

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

DATE: June 23, 2026

LEAVE ACCOUNTING LETTER #26-006

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

FROM: Lisa Dean, Chief
Personnel and Payroll Services Division**RE: UNION RELEASE TIME BANK DONATION BARGAINING UNITS 06 AND 07**

Per the California Department of Human Resources' Labor Relations Office, the State Controller's Office is required to post Union Release Time Bank (URTB) deductions for members of Collective Bargaining Identifiers (CBID) R06 and R07. These transactions will appear with the transaction code, RB (Donation – RTB).

This fiscal year, the donations for CBID R06 and R07 employees will automatically be posted 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
R06	FT – PT	11-26	12/15/26	1	01/01/27
R06	INT	11-26	12/21/26	1	December 1–15 or 2 nd half
R07	FT – PT	07-26	07/30/26	1.5	09/01/26
R07	INT	07-26	07/20/26	1.5	August 1–15 or 2 nd 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:DCR:CLAS