

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

DATE: June 24, 2026

LEAVE ACCOUNTING LETTER #26-007

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

FROM: Lisa Dean, Chief
Personnel and Payroll Services Division

RE: USAGE ONLY BENEFITS – FISCAL YEAR RESET

On July 20, 2026, 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 2026 leave period. The following Usage Only benefits are included in the fiscal year reset:

- Administrative Time Off (ATO)
- 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.
- The ATO benefit should be manually reset by the department if an employee changes positions within the last 12 months. These employees will not be included in the automated process due to their position numbers not matching. To reset the hours, determine the last month the employee was at the prior department. Then use the B50-Leave Benefit Transaction Entry screen to key a Begin Total transaction (27) to reset the hours to zero. If the employee transferred mid-month, two positions will pop up, select the prior position where ATO was used.

If you have questions regarding this letter, please contact the Leave Accounting Liaison 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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