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

DATE: December 19, 2025

LEAVE ACCOUNTING LETTER #25-010

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

FROM: Lisa Dean, Chief  
Personnel and Payroll Services DivisionRE: **HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE**

Pursuant to the California Department of Human Resources Human Resources ([HR Manual, Section 2111](#)), the State Controller's Office (SCO) will post 2025 Holiday Informal Time Off (HI) hours in the California Leave Accounting System (CLAS) for all full-time and part-time employees. The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run on December 29, 2025.

Please note that HI hours will post regardless of dock status in the December pay period. If an employee works less than half the month, the earn transaction posted on December 29, 2025 will need to be voided and reposted with the correct amount of HI hours according to the chart in the CalHR [Human Resources Manual, Section 2111](#).

Intermittent employees are not included in the CLAS automated process due to the timing of the process. Intermittent employees earn HI hours based on the total number of hours worked during December 2025. Departments should key an HI05 transaction to the preloaded Time and Attendance batches in the Payroll Input Process for the December 2025 leave period at the same time as the regular pay is keyed.

The following are not eligible for this benefit:

- Judicial Council of California
- Department of Corrections and Rehabilitation (DJJ/CEA and OCE), Bargaining Unit (BU) 3 employees
- Department of Education, Special Schools academic teachers
- Employees currently on a temporary separation

If an elected official does not approve Holiday Informal Time Off for their department, please notify the SCO's Leave Accounting Liaison by December 19, 2025, at (916) 327-0756.

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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