STATE OF CALIFORNIA   JOHN CHIANG,
                                                                  California State Controller

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

DATE: November 23, 2009   LEAVE ACCOUNTING LETTER #09-016
                                             (Civil Service Only)

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

FROM: Don Scheppmann, Chief
        Personnel/Payroll Services Division

RE: **EDUCATIONAL LEAVE**

        The State Controller's Office CLAS Unit has recently received several telephone calls from
        departments inquiring about employees who are no longer entitled to accrue Educational Leave but still
        have a balance of hours available to be used.

        Educational Leave (EL) is an accrued type leave benefit for R03 and S03 employees in eligible class
        codes. If an employee is entitled to EL, the benefit must be established using the B66 screen in order
        for the benefit to start accruing every month. CLAS will post the 10 hour accrual during the Monthly
        Accrual Cycle for the month they are eligible for EL.

        In order to maintain the employee's balance without accruing additional hours, you will need to
        establish a Non-Standard Accrual Rate of zero using the B70 Screen on CLAS.

        EXAMPLE:
        The Non-Standard Begin LV PRD should be the date the employee is no longer entitled to EL.

B70 - NON-STANDARD RATE MAINTENANCE

SSN: 999-99-9999   NAME:
  LB: EDUCATIONAL LEAVE   PSN SEQ: EMPLOYER:

ACTION (A/M/D)	--ESTABLISHMENT PERIOD--- BEG LV PRD	END LV PRD	----------NON-STANDARD---------- BEG LV PRD	END LV PRD	RATE
A	09/07	99/99	**10/09**	**99/99**	**0**

        Creating a Non-Standard Accrual Rate of zero will allow the benefit to remain open, and will post
        accrual transactions equal to zero rather than 10 hours. Using this option will allow you to key Use
        transactions to the benefit without having to modify the Establishment Period. It will also provide a
        history of when the Accruals changed.

If the employee becomes entitled to EL again, while they still have a balance, the Non-Standard Rate END LV PRD must be modified with an end date. This terminates the Non-Standard Rate accruals, and begins posting of EL at the standard rate.

EXAMPLE:
The month prior to the date the employee becomes entitled to EL should be entered in the Non-Standard END LV PRD.

B70 - NON-STANDARD RATE MAINTENANCE

SSN: 999-99-9999   NAME:
 LB: EDUCATIONAL LEAVE   PSN SEQ: EMPLOYER:

ACTION	--ESTABLISHMENT PERIOD---		----------NON-STANDARD----------		
(A/M/D)	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD	RATE
M	09/07	99/99	10/09	**11/10**	**0**

Once the benefit balance is zero, modify the date in the Establishment END LV PRD using the B68 Screen, so that the benefit does not display on the B10 Screen.

EXAMPLE:
The END LV PRD should be the month the employee's balance becomes zero.

B68 - LEAVE BENEFIT ESTABLISHMENT PERIOD MAINTENANCE

SSN: 999-99-9999   NAME:
 LB: EDUCATIONAL LEAVE   PSN SEQ: EMPLOYER:

ACTION	BEGIN	END
(A/M/D)	LV PRD	LV PRD
M	09/07	**02/10**

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:HM:CLAS