

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

DATE: January 5, 2012

LEAVE ACCOUNTING LETTER #12-001
(CSU Only)

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **PERSONAL HOLIDAY ACCRUAL AND CANCEL PROCESSES**

The following provides information on the 2012 Personal Holiday (PH) Accrual and Cancel processes for January 2012.

PERSONAL HOLIDAY ACCRUAL PROCESS

A Personal Holiday "Accrual" transaction was posted to the January 2012 leave period on January 4, 2012 for all eligible employees. The Personal Holiday will display on the January Leave Activity and Balances report (to be generated on February 14, 2012) and on the February Statement of Earnings and Deductions/Direct Deposit Advice dated March 1, 2012.

PERSONAL HOLIDAY CANCEL PROCESS

The State Controller's Office will cancel unused Personal Holidays for the 2011 calendar year on January 30, 2012 with the posting of a "Cancel" transaction to the January 2012 leave period.

The following campuses are scheduled to be included in this year's PH Cancel Process:

California Maritime Academy
CSU Channel Islands
CSU Dominguez Hills
Humboldt State University
CSU Monterey Bay
CSU San Bernardino
San Diego State University
CSU Stanislaus

If your campus would like to be excluded from the PH Cancel Process, please contact the Leave Accounting Liaison at (916) 327-0756 no later than January 27, 2012. If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

LC:HM:CLAS