

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

DATE: March 20, 2012

LEAVE ACCOUNTING LETTER #12-004  
(Civil Service Only)

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

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **HOLIDAY CREDIT IN LIEU OF SATURDAY HOLIDAY**

Pursuant to bargaining unit agreements, holidays that fall on a Saturday will be posted as Holiday Credit in lieu of Saturday Holiday. The State Controller's Office will automatically post the Holiday Credit hours for the Cesar Chavez Day (March 31, 2012) holiday to the March 2012 leave period on March 26, 2012. The Earn in lieu of Saturday Holiday (SH) transactions will be posted to the Holiday Credit benefit for eligible full-time and part-time employees.

**EMPLOYEES EXCLUDED FROM THE AUTOMATED PROCESS**

The following groups will not be included in the automated posting of Holiday Credit:

- Department of Correction and Rehabilitation's Alternate Range 7 employees
- Department of Education, Special Schools' calendar year academic teachers
- Judicial Council of California
- Legislative Council
- Bargaining Unit 5 – Highway Patrol
- Bargaining Unit 6 – Class Code 9001
- Bargaining Unit 7 – Class Codes 1662-1665, 8979
- Bargaining Unit 8 – Firefighters
- Roll Code 3 and 4 (intermittent) employees
- Temporarily separated employees

**SPECIAL INSTRUCTIONS:**

Intermittent employees will not be included in the automated process due to the timing of the process. Because the amount of Holiday Credit hours earned is based on the total number of hours the intermittent employee works during the holiday month, it is most efficient for the departments to key a Holiday Credit – Earn in lieu of SH (HC12) transaction to the preloaded Time and Attendance batches in PIP for the March 2012 leave periods at the same time the Regular pay is being keyed.

When an employee has Holiday Credit balances from a previous department, please refer to the Processes Section under "Earned Benefit Transfer Procedure" in the CLAS Workbook.

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

LC:HM:CLAS