

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

DATE: July 2, 2012 LEAVE ACCOUNTING LETTER #12-012
(Civil Service Only)

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **PERSONAL HOLIDAY AND HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY**

This is to inform you of the Personal Holiday and Holiday Credit In Lieu of Personal Holiday processes that will be run during July 2012.

PERSONAL HOLIDAY

On July 3, 2012, Personal Holiday accruals for fiscal year 2012-13 will be posted to the CLAS. The Personal Holiday Accrue transaction (PH10) will be posted for full/part time and intermittent employees entitled to a Personal Holiday. If an employee is on a temporary separation or serving a waiting period with an end date after August 1, 2012, the Personal Holiday accrual will not be posted.

Employees on temporary separations are not entitled to the Personal Holiday accrual until they return from the separation. Upon the employee's return, the department must post the accrual transaction (PH10) for the month the employee returns to active status.

If the employee is on a Personal Holiday waiting period with an end date after August 1, 2012, the accrual transaction will be automatically posted on the 2nd day of the leave period in which the waiting period ends.

HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

On July 5, 2012, a Holiday Credit In Lieu of Personal Holiday transaction (HC09) will be posted for full/part time employees eligible for this benefit. Below is a list of eligible employees:

- BU06 rank & file employees
- BU07 class code 8979 (Firefighter) at Mental Health or Developmental Services
- BU07 class codes 8989 or 8990 (Firefighter/Security Officer) at the Military Department
- BU12 & 13 rank & file employees

An 'HC09' transaction will not be posted for intermittent (Roll Codes 3 and 4) employees, or any employee on a temporary separation.

The Holiday Credit In Lieu of Personal Holiday (HC09) transactions for hourly intermittent employees must be posted by the department after determining the number of hours the employee is due.

Employees on a temporary separation are not entitled to Holiday Credit In Lieu of Personal Holiday until they return from the separation. Upon the employee's return, the department must post the transaction (HC09) for the month the employee returns to active status.

Per bargaining unit contracts, some employees must serve a waiting period before receiving Holiday Credit In Lieu of Personal Holiday. Therefore, if the employee is currently serving a waiting period, the department must void the (HC09) transaction posted on July 5, 2012. Once the waiting period ends, the department should post the (HC09) transaction for the leave period in which the waiting period ended.

Some employees may have previously been in another bargaining unit that entitled them to a Personal Holiday. Please call the Leave Accounting Liaison Unit at (916) 327-0756 regarding any such employee that has the Personal Holiday benefit established in their record.

The Personal Holiday and Holiday Credit In lieu of Personal Holiday transactions will display on the Leave Activity and Balance (LAB) report that will be available via ViewDirect on August 14, 2012. The employee's Statement of Earnings and Deductions/Direct Deposit Advice for the August 2012 pay period will reflect the Personal Holiday or Holiday Credit.

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

LC:HM:CLAS