

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

DATE: December 7, 2012

LEAVE ACCOUNTING LETTER #12-018  
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System and MyCalPAYS

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE**

Pursuant to the California Department of Human Resources' Personnel Management Liaison Memo #2012-043, Holiday Informal Time Off (HI) hours will be posted in the California Leave Accounting System (CLAS) and MyCalPAYS (MCP) for all full-time and part-time employees, with the exception of the following:

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

#### CLAS POSTING

The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run on December 21, 2012. If an elected official does not approve the Holiday Informal Time Off for their department, please notify the State Controller's Office's Leave Accounting Liaison by December 19, 2012 at (916) 327-0756.

Intermittent employees will **not** be included in the CLAS automated process due to the timing of the process. Because the amount of HI hours earned is based on the total number of hours the intermittent employee works during December 2012, it is most efficient for the departments to key an HI05 transaction to the preloaded Time and Attendance batches in PIP for the December 2012 leave period at the same time the Regular pay is being keyed.

#### MCP POSTING

The automated process to update the MyCalPAYS Holiday Informal Time Off (Quota Type 06) will be processed on December 25, 2012.

Intermittent employees in MyCalPAYS **will** be included in the automated process. The amount of hours generated will be based on the amount of hours worked and entered in the CATS timesheet for the December 2012 pay period.

If you have any questions regarding this letter, CLAS users should contact the Leave Accounting Liaison at (916) 327-0756; MCP users should call the Customer Contact Center at (916) 372-7200 and press '1'.

LC:HM:CLAS