

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

DATE: January 15, 2013

LEAVE ACCOUNTING LETTER #13-001
(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 2013.

PERSONAL HOLIDAY ACCRUAL PROCESS

A Personal Holiday "Accrual" transaction was posted to the January 2013 leave period on January 3, 2013 for all eligible employees. The Personal Holiday will display on the January Leave Activity and Balances report (to be generated on February 14, 2013) and on the February Statement of Earnings and Deductions/Direct Deposit Advice dated March 1, 2013.

PERSONAL HOLIDAY CANCEL PROCESS

The State Controller's Office will cancel unused Personal Holidays for the 2013 calendar year on January 28, 2013 with the posting of a "Cancel" transaction to the January 2013 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 San Bernardino
San Diego State University

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 23, 2013. If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

LC:HM:CLAS