

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

DATE: February 6, 2013

LEAVE ACCOUNTING LETTER #13-003
(Civil Service Only)

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **CALENDAR YEAR RESET—PROFESSIONAL TRAINING FOR BARGAINING UNIT 06**

The Professional Training/Development (PT) benefit for Bargaining Unit 06 will be reset to zero on February 25, 2013.

The Usage Only Benefits were reset to zero for the 2012 calendar year on January 28, 2013. However, at that time we neglected to reset the Professional Training/Development (PT) benefit for Bargaining Unit 06, which is reset each calendar year instead of each fiscal year per the Bargaining Unit Contract that was ratified in May 2011.

NOTE: The "PT" CLAS Benefit ID is used for either Professional Training/Development or Professional Development Day benefits, according to bargaining unit contract.

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

LC:HM:CLAS