

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

DATE: June 17, 2013

LEAVE ACCOUNTING LETTER #13-006
(Civil Service Only)

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

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: UNION RELEASE TIME BANK BARGAINING UNITS 06 AND 07

As a result of the 2011-2013 Memorandum of Understanding, the Vacation and Annual Leave accrual rates will be reduced for Bargaining Units 06 and 07 by 1 hour and 1 ½ hours, respectively, every June. This began in the June 2011 leave period. The reduction in the accrual rate is to offset a donation to the Union Release Time Bank.

For those employees who are interested in donating additional time (over and above the accrual reduction) to the Union Release Time Bank, Transaction Code 48 – “Transfer to Release Time Bank” should be used. This transaction may be used with the Vacation, Annual Leave, CTO, Excess Hours, Holiday Credit and Personal Leave benefits. Transaction Code 48 should also be used to deduct the time from E06 or E07 employees, since their accrual rates will not be reduced.

If an employee is on a Non-Standard Rate for Vacation or Annual Leave, the accrual rate must be manually reduced annually starting with the June 2011 leave period. The rate can be reduced by accessing the B70-Non-Standard Rate Maintenance Screen. First, modify the current Non-Standard Rate End Leave Period to have an End Date with the May Leave Period. After ending the current Non-Standard Rate, add a new rate as follows. On the B70-Non-Standard Rate screen, key an A on the top line and enter new dates with the June leave period. The new lower Non-Standard Rate must begin and end in the June leave period for each year that needs to be updated. After accessing the B50-Leave Benefit Transaction Entry Screen and posting the accrual with the lower rate with transaction code 10 for each year, add a new Non-Standard Rate for the higher accrual rate beginning in the July Leave Period and ending with 9999.

The “credit” side of the Union Release Time Bank will be tracked by California Department of Human Resources. Therefore, it is not necessary to post a credit to any benefit on the CLAS.

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

LC:HM:CLAS