

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

DATE: July 18, 2013

LEAVE ACCOUNTING LETTER #13-008

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services DivisionRE: **USAGE ONLY BENEFITS – FISCAL YEAR RESET**

A Begin Total transaction (27) with an amount of zero will be posted to the CLAS for the July 2013 leave period on July 29, 2013. The following usage only benefits are included in the fiscal year reset:

- Administrative Time Off
- Bereavement Leave
- Continuing Medical Education
- Emergency Military Leave – Days
- Emergency Military Leave – Hours
- Health-Dental¹
- Military Leave – Days
- Military Leave – Hours
- Official Union Business
- Paid Educational Leave²
- Professional Training/Development
- Retirement
- Subpoenaed Witness
- Union Conference/Training
- Union Paid Leave

Since Professional Training/Development for Bargaining Unit 06 is reset to zero on a calendar year basis, it will not be included in the fiscal year reset.

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

LC:HM:CLAS

¹Health-Dental is reset for both fiscal and calendar years in order to accommodate the two 6-month control periods in the year.

²Paid Educational Leave for Bargaining Units 17 and 20 will not be reset to zero due to multi-fiscal year usage rules contained in the bargaining unit contracts. If the benefit's fiscal year tracking period has ended, the department must post a Begin Total transaction (27) with an amount of zero to reset the benefit.