

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

DATE: July 22, 2013

LEAVE ACCOUNTING LETTER #13-009  
(Civil Service Only)

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

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

**RE: STATE SERVICE BEGIN BALANCE REPORT AND HIGH CTO, HOLIDAY CREDIT, OR  
EXCESS HOURS REPORT**

In response to the California Department of Human Resources' (CalHR) Personnel Management Liaisons (PML) Memo 2013-013 regarding unused PLP 2010, PLP 2012, and Furlough Hours, the State Controller's Office has updated the California Leave Accounting System (CLAS) to comply with CalHR's policy to, on rare occasions, allow payment of such upon the employee's separation.

When an employee separates from state service and PLP 2010 hours, PLP 2012 hours, and/or Furlough Hours have not been used and must be included in lump sum, transaction code 37 (Lump Sum) will be used to update the CLAS. Transaction code 37 may be entered via the CLAS or the Payroll Input Process (PIP) effective the 03/13 leave period. The CLAS unit will monitor usage of these transaction codes on a quarterly basis.

For additional information regarding the terms for paying PLP 2010, PLP 2012, and Furlough Hours, please refer to the CalHR PML 2013-013. If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:SH:CLAS