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

DATE: September 23, 2014   LEAVE ACCOUNTING LETTER #14-009
                                              (Civil Service Only)

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

FROM: Lisa Crowe, Chief
        Personnel/Payroll Services Division

RE: **PREGNANCY DISABILITY LEAVE**

Per the California Department of Human Resources (CalHR) Personnel Management Liaisons (PML) Memo #2014-019, the Family Medical Leave Act (FMLA) was amended to create the Pregnancy Disability Leave (PN) benefit. The California Leave Accounting System (CLAS) established a usage only benefit to track a running balance for Pregnancy Disability Leave.

Pregnancy Disability Leave provides the female employee a total of four months (17.33 weeks) of unpaid leave. The female employee may also elect to use leave credits including accrued sick leave during any unpaid portion of the PN benefit. The PN benefit runs concurrently with any leave entitlement to which the employee may be eligible under FMLA. For more information regarding eligibility please refer to PML #2014-019.

Pregnancy Disability Leave benefit attributes:

Full Benefit Name:	Pregnancy Disability Lv
Abbreviated Name:	PDL
Benefit ID:	PN
Benefit Category:	Usage Only Benefit
Rate of Measure:	Hours
Valid Transactions:	Use – 01
	Credit Adjust – 14
	Debit Adjust – 15
	Begin Total – 27

Departments will be responsible for tracking the PN benefit, which can be posted retroactively as of January 1, 2014. It is also the department's responsibility to reset the PN benefit as appropriate, by posting a Begin Total-Usage Only Benefits, transaction code 27, on the B50-Transaction Entry Screen.

Because employees have the option to substitute leave to cover the PN benefit, the Use-PDL transaction has been created to debit the selected leave(s). These transactions are used in conjunction with the PN benefit.

<u>USE-PDL transaction attributes:</u>

Full Transaction Name: USE-PDL
Transaction Code: PN
Valid Benefits: AL, CT, DK, EH, EX, HC, HI, LD, LP, LT, LV, OC,
                           PA, PD, PL, PV, SL, VA, VB

The Use-PDL transaction may be entered via CLAS, PIP, or File Transfer. The Use-PDL Transaction may be posted retroactive to January 1, 2014. If you choose to report usage for prior leave periods retroactive to January 1, 2014, and an amount for Use-FMLA was previously posted, the original Use-FMLA transaction must be voided on the CLAS using the B52-Void Transaction Entry screen. After voiding the Use-FMLA transaction, post a new Use-PDL using transaction code PN on the B50-Transaction Entry screen.

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

LC:EP:CLAS