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

DATE: September 23, 2014   LEAVE ACCOUNTING LETTER #14-011
                                        (Civil Service Only)

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

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

RE: **CALIFORNIA FAMILY RIGHTS ACT**

Per the California Department of Human Resources (CalHR) Personnel Management Liaisons (PML) Memos #2010-009 and #2014-019, the Family Medical Leave Act (FMLA) was amended to create the California Family Rights Act (CF) benefit. The California Leave Accounting System (CLAS) established a usage only benefit to track a running balance for the California Rights Family Act (CF).

The California Rights Family Act is a state law that provides for unpaid leaves of absence for family reasons or for the employee's own illness. The CF benefit runs concurrently with any leave entitlement to which the employee may be eligible under FMLA. For more information regarding eligibility please refer to Personnel Management Liaisons (PMLs) #2010-009 and #2014-019.

California Family Rights Act benefit attributes:

ATTRIBUTE	DESCRIPTION
Full Benefit Name:	Calif Family Rights Act
Abbreviated Name:	CFRA
Benefit ID:	CF
Benefit Category:	Usage Only Benefit
Rate of Measure:	Hours
Valid Transaction:	Use – 01
Valid Transaction:	Credit Adjust – 14
Valid Transaction:	Debit Adjust – 15
Valid Transaction:	Begin Total – 27

Departments will be responsible for tracking the CF benefit, which can be posted retroactively as of January 1, 2014. It is also the department's responsibility to reset the CF 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 CF benefit, the Use-CFRA transaction has been created to debit the selected leave(s). These transactions are to be used in conjunction with the CF benefit.

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

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

The Use-CFRA transaction may be entered via CLAS, Payroll Input Process (PIP), or File Transfer. The Use-CFRA 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 Use-FMLA transaction must be voided on CLAS using the B52-Void Transaction Entry Screen. After voiding the Use-FMLA transaction, post a new Use-CFRA using transaction code CF 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