

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

DATE: January 14, 2015

LEAVE ACCOUNTING LETTER #15-002
(Civil Service Only)

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

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

RE: **CIVIL SERVICE WORKBOOK REVISION**

The [CLAS Civil Service Workbook](#) has been revised and replaces the current PDF version.

To access the CLAS website from the [SCO home page](#), select the "State and Local" tab, "Human Resources" link, and the "California Leave Accounting System (CLAS)" link. Under "CLAS References" select the Civil Service Workbook. The date of each revision is found in the upper right corner of the page. Below are the pages revised and a summary of the revisions by Section:

Revised Pages:

33
35 through 38
41 through 46

Section: JOB AIDS

Added new transaction codes: CF (Use- CFRA), MC (Use- MCL), and PDL (Use- PN).
Added new Leave Benefits: California Family Rights Act (CF), Military Caregiver Leave (MC), and Pregnancy Disability Leave (PN).

It is recommended that you print the entire workbook because page numbers have been changed.

The [Job Aids](#) section of the CLAS website was also updated.

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

LC:HM:CLAS