

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

DATE: July 17, 2015 LEAVE ACCOUNTING LETTER #15-007

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

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

RE: **USAGE ONLY BENEFITS – FISCAL YEAR RESET**

On July 27, 2015, a Begin Total transaction (27) with an amount of zero will be posted to the CLAS for the July 2015 leave period. 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-Dental\*
- Military Leave – Days
- Military Leave – Hours
- Official Union Business
- Paid Educational Leave\*\*
- Professional Training/Development (PDD)
- Retirement
- Subpoenaed Witness
- Union Conference/Training
- Union Paid Leave

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

\*\* Paid 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.

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:EP:CLAS