

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

DATE: June 30, 2015

LEAVE ACCOUNTING LETTER #15-009
(Civil Service Only)

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

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

RE: HOLIDAY CREDIT IN LIEU OF SATURDAY HOLIDAY

Pursuant to bargaining unit agreements, PPSD will post holidays that fall on a Saturday as Holiday Credit in lieu of Saturday Holiday. On July 6, 2015, we will automatically post the Holiday Credit hours for the 4th of July holiday to the July 2015 leave period. PPSD will also post the earn in lieu of Saturday Holiday transactions to the Holiday Credit benefit for eligible full-time and part-time employees.

EMPLOYEES EXCLUDED FROM THE AUTOMATED PROCESS

The following groups are not included in the automated posting of Holiday Credit:

- Department of Corrections and Rehabilitation's Alternate Range 7 employees
- Department of Education, Special Schools' calendar year academic teachers
- Judicial Council of California
- Legislative Council
- Bargaining Unit 5 – Highway Patrol
- Bargaining Unit 6 – Rank and File
- Bargaining Unit 7 – Class Codes 1662-1665 and 8979
- Bargaining Unit 8 – Firefighters
- Roll Code 3 and 4 (intermittent) employees (see instructions below)
- Temporarily separated employees

SPECIAL INSTRUCTIONS:

Intermittent employees are not included in the automated process due to the timing of the process. Because the amount of Holiday Credit hours earned is based on the total hours the intermittent employee works during the holiday month, it is most efficient for the departments to key a Holiday Credit – Earn in lieu of Sat Hol (HC12) transaction to the preloaded Time and Attendance batches in Payroll Input Process (PIP) for the July 2015 leave periods at the same time the regular pay is being keyed.

When an employee has Holiday Credit balances from a previous department, please refer to the Processes Section under “Earned Benefit Transfer Procedure” in the CLAS Workbook, when applicable.

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

LC:HM:CLAS