

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

DATE: December 5, 2023 LEAVE ACCOUNTING LETTER #23-009

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE**

Pursuant to the California Department of Human Resources' [HR Manual, Section 2111](#), the State Controller's Office (SCO) will post 2023 Holiday Informal Time Off (HI) hours in CLAS for all full-time and part-time employees, with the exception of the following:

- Judicial Council of California
- Department of Corrections and Rehabilitation (DJJ/CEA and OCE), BU 3 employees
- Department of Education, Special Schools academic teachers
- Employees currently on a temporary separation

The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run December 26, 2023. If an elected official does not approve Holiday Informal Time Off for their department, please notify the SCO Leave Accounting Liaison by December 22, 2023, at (916) 327-0756.

Intermittent employees are **not** included in the CLAS automated process due to the timing of the process. Intermittent employees earn HI hours based on the total number of hours worked during December 2023. Departments should key an HI05 transaction to the preloaded Time and Attendance batches in PIP for the December 2023 leave period at the same time as the regular pay is keyed.

HI hours will post regardless of dock status in the December pay period. If an employee works less than half the month, the earn transaction posted on December 26, 2023, will need to be voided and reposted with the correct amount of HI hours according to the chart in the California Department of Human Resources' [HR Manual, Section 2111](#).

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items, agencies can use the following contact information:

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov

- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

Websites:

- [HR](#)
- [State Employees](#)

JEB:SAL:CLAS