

Memorandum

To : California Department of Corrections and Rehabilitation
Personnel Transactions Offices

Date: April 8, 2010

From : State Controller's Office
Judi Hernandez
California Leave Accounting System (CLAS)

Subject: SEPARATION (S30) REVERSALS

The State Controller's Office CLAS Unit has recently received several telephone calls from the Department of Corrections and Rehabilitation about employees who were separated with an S30 PAR transaction code which caused a State Service Out-of-Service Condition.

Keying an S30 is considered a permanent separation; therefore, CLAS will automatically generate an End Date on the Employee Position History Record, generate Establishment Period End Leave Periods on all accrued benefits, and place the employee's State Service out of service for the Leave Period following the separation effective date.

If a PAR transaction is keyed to return the employee, CLAS will not automatically reset the State Service and Leave Benefits. In order to reset State Service and reopen the accrued benefits, you will need to refer to Page 50 of the CLAS Workbook, "Previously or Continuing on CLAS".

In order to determine the type of accrued benefits the employee is entitled to or needs to have transferred please refer to:

- BU 03 contract
- Addendum for SEIU 1000 Employees at CDCR dated February 25, 2010. Please click on the following link: [addenda on issues related to the staff reduction plans for 3 CDCR programs; the Divisions of Juvenile Justice, Program 800 reductions, and the closure of the Heman G. Startk Youth Correctional Facility agreed to by the parties February 10, 2010](#)
- Addendum for SEIU 1000 Employees in BU 03 dated August 2007. Please click on the following link: [addendum agreed to by the parties August 1, 2007](#)
- BU contract of the CBID the employee is currently in.

Once you have determined which benefits the employee is entitled to, view the B20-Leave Benefit List screen to determine which accrued benefits were previously established.

Accrued benefits are: Vacation (VA), Sick Leave (SL), Annual Leave (AL), Personal Holiday (PH), Personal Day or Personal Necessity Day (PD), and Educational Leave (EL).

The following maintenance screens should be reviewed for all accrued benefits:

B68 LEAVE BENEFIT ESTABLISHMENT PERIOD MAINTENANCE
B74 WAITING PERIOD MAINTENANCE
B70 NON-STANDARD RATE MAINTENANCE
B76 VACATION 10-MONTH MAINTENANCE

For instructions on maintaining an employee's Educational Leave balance without accruing, please refer to Leave Accounting Letter #09-016.

If the employee has a Personal Necessity Day (PD) balance that needs to be transferred to Vacation or Annual Leave, follow the steps below:

1. View the P18-Employee Position History Inquiry screen to determine the last month the employee worked at the department where the balance is showing.
2. Using the B50-LB Transaction Entry screen, key a Debit Adjust transaction (PD15) in the amount of the displayed balance for the last leave period the employee worked at the other department. This will create a zero balance for the PD benefit.
3. Using the B50-LB Transaction Entry screen for the first month of the appointment to your department, key a Credit Adjust transaction (VA14 or AL14) in the same amount which will "transfer" the balance to Vacation or Annual Leave.

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

JH:HM