

OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: July 23, 2002

LEAVE ACCOUNTING LETTER # 02-014  
(Civil Service Only)

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

From: RON HUTCHESON, Manager  
Customer Support Section

Re: NEW TRANSACTIONS FOR FAMILY CRISIS AND FAMILY ACTIVITY LEAVES

Two new transaction codes have been developed to track Family Crisis and Family Activity leaves on the California Leave Accounting System (CLAS). These leaves allow employees to use accrued leave credits to deal with family crisis situations and to attend family related activities, respectively. Below are the attributes of each transaction:

Family Crisis Leave

. Full Transaction Name: USE - Family Crisis  
. Abbreviated Name: USE - FAM CRIS  
. Transaction Code: FC  
. Benefit Category: Usage Only Benefit  
. Valid Benefits: AL, VA, CT, PL, PV, HC, SL

Family Activity Leave

. Full Transaction Name: USE - Family Activity  
. Abbreviated Name: USE - FAM ACTV  
. Transaction Code: FA  
. Benefit Category: Usage Only Benefit  
. Valid Benefits: AL, VA, CT, PL, PV, HC

These transactions may be entered via CLAS, PIP, or magnetic tape. You may submit these new transactions retroactively to July 2001. Please refer to your Bargaining Unit contracts to confirm effective date.

For further information regarding Family Crisis and Family Activity leaves, please refer to the Bargaining Unit contracts, Department of Personnel Administration's Rules, and Personnel Management Liaison memos.

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