

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

DATE: March 19, 2003 LEAVE ACCOUNTING LETTER #03-010

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

FROM: JOHN R. HARRIGAN, Chief
Personnel and Payroll Services Division

RE: **MILITARY LEAVE**

The purpose of this memo is to clarify CLAS update procedures for employees on Military Leave.

POSTING MILITARY LEAVE

Military Leave is a usage only benefit that is posted in days or hours depending on the employee's work week schedule. If the employee is on a normal work week schedule (i.e., 5-40), "Military Days" or "Emergency Military Days" are to be used. If the employee is on a variable work week schedule (e.g., 9-8-80), "Military Hours" or "Emergency Military Hours" are to be used.

POSTING STATE SERVICE AND LEAVE BENEFITS WHILE ON A LEAVE OF ABSENCE

If the employee is entitled to State Service and Leave Benefit accruals while on a leave of absence for Military Leave, either post the transaction(s) manually, or access the P64-Leave Benefit Non-Accrual Maintenance screen and update the Temporary Separation Leave Periods.

If the employee is entitled to State Service and Leave Benefit accruals for the entire period of the Military Leave of absence, then the Temporary Separation Leave Periods on the P64-Leave Benefit Non-Accrual Maintenance screen can be deleted. If the employee is entitled to State Service and Leave Benefit accruals for only a portion of the Military Leave of absence, update the Temporary Separation Leave Periods to reflect the period of time the employee is not entitled to these credits.

Refer to "KEYING CONDITIONS - Temporary Separation Procedures" in either the CLAS Civil Service or CSU Workbooks for further information.

FISCAL YEAR RESET

The Military Leave usage only benefit is automatically reset to zero at the beginning of each fiscal year. The CLAS will post a Begin Total transaction (code 27) for the July leave period.

Questions concerning this leave letter should be directed to the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:dk