

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

DATE: March 21, 2003

LEAVE ACCOUNTING LETTER #03-012  
(CIVIL SERVICE ONLY)

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

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

**RE: NEW EMPLOYEE BENEFITS**

This is to inform you of several employee benefits established by legislation and Bargaining Unit contracts that will not result in new CLAS benefits or transactions. The tracking of these benefits may be done manually, or through the use of existing CLAS transactions as described below:

#### ORGAN AND BONE MARROW DONORS

Due to the anticipated low volume of donors, no new CLAS benefit or transaction codes will be developed. Instead, donor's time off may be tracked using the existing usage only benefit Administrative Time Off (Leave Benefit ID - AT).

Please refer to your CLAS Manual, Section "LEAVE BENEFITS", and your Job Aids in the Workbook for details on posting 'Usage Only Benefits'.

#### PRECINCT BOARD MEMBERS

Due to the anticipated low volume of participating or eligible employees, no new CLAS benefit will be developed. This employee benefit should be tracked manually.

#### TRAVEL AND AIRPORT WAITING TIME

Compensating Time Off (CTO) is earned for various reasons. In the CLAS, there are no transactions that document how CTO was earned. Therefore, no new CLAS transactions will be developed for these employee benefits. CTO (Leave Benefit ID - CT) may be used to track Travel or Airport Waiting Time.

Please refer to your CLAS Manual, Section "LEAVE BENEFITS", and your Job Aids in the Workbook for details on posting 'Earned Benefits'.

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

JRH:dk