

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

DATE: December 2, 2004

LEAVE ACCOUNTING LETTER #04-028  
(Civil Service Only)

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

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

**RE: AUTOMATIC POSTING OF VOLUNTARY PERSONAL LEAVE (VPLP)**

We are pleased to announce that based on suggestions received from the 2004 CLAS Customer Satisfaction Survey, the State Controller's Office (SCO) will begin automatically posting Voluntary Personal Leave Program (VPLP) transactions to the CLAS effective with the December 2004 leave period.

On Monday, December 27th, the SCO will post December leave period VPLP transactions (PV05) for full and part-time employees. Hours will be posted using the same calculations as the 2003 Personal Leave Program (see Leave Accounting Letter #03-029).

Positive Pay employees (Roll Codes 3, 4 and 8) will not be included in the automated process due to low volume. Departments may post these transactions (PV05) via the CLAS, the Payroll Input Process or an automated tape.

For future months, the VPLP credits will be posted to the CLAS on the Monday (or Tuesday if Monday is a Holiday) following Master Payroll Cutoff. Please refer to the "[Civil Service Decentralized Calendar](#)" for Master Payroll Cutoff dates.

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

JRH:DRK:CLAS