

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

DATE: July 22, 2020

LEAVE ACCOUNTING LETTER #20-009

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: PERSONAL LEAVE PROGRAM 2020

In response to the agreement between collective bargaining units and the State of California, the California Leave Accounting System (CLAS) has been updated with a new benefit to track the new Personal Leave Program (PLP) 2020 for Bargaining Units (BU) 1, 2, 3, 4, 6, 7, 8, 10, 11, 14, 15, 16, 17, 18, 20, 21, and excluded employees. This program begins with the July 2020 leave period and continues through June 2022. Employees will earn 16 hours of PLP 2020, with these exceptions:

- BU 6 represented employees (R06) will earn 12 hours of PLP 2020
- BU 6 excluded and exempt employees will earn 10 hours of PLP 2020
- BU 8 employees will earn 14 or 16 hours of PLP 2020

CLAS PLP 2020 CHARACTERISTICS

Full Transaction Name: Personal Leave Program 2020
Abbreviated Name: PLP 2020
Leave Benefit ID: LX
Benefit Type: Earned Benefit
Rate of Measure: Hours
Valid Transactions: BL, CF, DW, FA, FC, FM, IE, PI, PL, PT, RB, RI, RL, RN, RT, SC, SI, SN, ST, 01, 04, 05, 14, 15, 24, 44, 70, 71, 72
Hours Available: Same month as earned

The transaction codes above (with the exception of codes RL, RN, RT, 14, 15, 24, and 44) may be entered via FTP or the Payroll Input Process.

CLAS AUTOMATED POSTING

The State Controller's Office (SCO) has developed an automated CLAS process to post the PLP 2020 to all eligible employees. The PLP 2020 will be posted for full-time and part-time employees on the day following the last Green Cycle of every month. The 2020 PLP leave benefit and transactions are available effective July 31, 2020. The amount of the PLP 2020 – Earn (LX 05), transaction will be based on the employee's Regular pay (Payment Type 0) that had PLP deducted with the appropriate PLP Earnings ID.

PRORATED HOURS

Full-time and part-time employees who are not issued a standard warrant will have their PLP 2020 hours prorated according to the intermittent chart in the CalHR 2020 MOUs, for the appropriate bargaining unit.

This applies to employees who are on dock, have been separated or hired mid-month, are working while on disability, etc.

CLAS MANUAL POSTING

The CLAS system will not post Earn transactions for positive pay employees (Roll Codes 3, 4, or 8). This is due to the preference of the departments to key PLP 2020 Earn (LX05) and Use (LX01) transactions on PIP at the same time they are keying Regular Hours for positive employees, and also due to the timing of the SCO's automated process. Because the PLP 2020 hours may be used during the same month they are earned, it would cause a delay on the part of the departments if the SCO were to include positive pay employees in the mass update process.

In order to determine the amount of the PLP 2020 Earn transaction, please refer to the various bargaining unit 2020 MOUs, side letters, and pay letters.

Any retroactive PAR or dock transaction that affects an employee's time base, the number of days or hours paid, or other terms of eligibility will need to be corrected manually in CLAS when the retroactivity affects the number of hours earned for PLP 2020.

CLAS REPORTING

The new PLP 2020 benefit will be reflected on the Monthly Leave Activity and Balances report as well as the Employee's Statement of Leave (Annual Leave Statements) created on September 16, 2020. The employee's Statement of Earnings and Direct Deposit Advices received at the end of August will reflect the new PLP 2020 benefit.

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items, Agencies can contact the Statewide Tax Support Program (STSP) – PPSDtaxsupsect@sco.ca.gov, Statewide Customer Contact Center (916) 372-7200, HR Suggestions Email Inbox (All HR Staff) – PPSDHRSuggestions@sco.ca.gov, or Escalation Email Inbox (HR Supervisors and Managers) – PPSDOps@sco.ca.gov.

JEB:SS:CLAS