

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

DATE: July 6, 2020

LEAVE ACCOUNTING LETTER #20-007

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: USAGE ONLY BENEFITS – FISCAL YEAR RESET

On July 27, 2020, the SCO will reset "Usage Only" benefits by posting a Begin Total transaction (27) with an amount of zero to the CLAS for the July 2020 leave period. The following Usage Only benefits are included in the fiscal year reset:

- Administrative Time Off
- Bereavement Leave
- Continuing Medical Education
- Emergency Military Leave
- Health-Dental
- Military Leave – Days
- Military Leave – Hours
- Official Union Business
- Professional Training/Development (PDD)
- Retirement
- Subpoenaed Witness
- Union Conference/Training
- Union Paid Leave

NOTE:

- The Health-Dental benefit is reset on both a fiscal and calendar year basis, to accommodate the two 6-month control periods in the year.
- The PDD benefit for R06 is reset to zero on a calendar year basis; therefore, it is not included in the fiscal year reset.

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:AJE:CLAS