

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

DATE: August 19, 2020

LEAVE ACCOUNTING LETTER #20-011

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: REVISIONS TO THE FURLOUGH AND PERSONAL LEAVE PROGRAMS

EMERGENCY SICK LEAVE AND EMERGENCY FMLA

Per CalHR, the Department of Labor requires that employees who are using Emergency Sick Leave or Emergency FMLA shall be paid at their regular rate of pay for hours/days taken under these programs. Therefore, the hours used as Emergency Sick Leave or Emergency FMLA are not subject to the payroll reduction for the Personal Leave (PLP) or Furlough Hours Program. To avoid over crediting, effective beginning the August 2020 pay period, the State Controller's Office (SCO) will not post PLP or Furlough Hours earned for employees participating in these programs. Our automated process, prior to posting PLP or Furlough Hours, will identify employees who have used Emergency Sick Leave or Emergency FMLA during the current or prior month, and remove them from the process. Departments should correct any employees who were over-credited in July 2020.

As a result of this removal, Departments must prorate the employee's PLP/Furlough Hours for the pay period based on the hours paid that were not used toward the Emergency Sick Leave or FMLA programs, as follows.

1. Refer to the employee's timesheet to determine the total days and hours subject to the PLP or Furlough reduction.
2. Once the total hours are calculated, refer to the intermittent chart related to the employee's collective bargaining ID (CBID).
3. Post the prorated PLP (LX 05) or Furlough Hours (FH 05) earned to the appropriate leave period. Accrual charts may be found in the Resources - Forms section of the HR Manual [Section 1711 – Furlough Program](#), or [Section 2113 – Personal Leave Program](#).

BARGAINING UNIT UPDATES

Beginning with the August leave period, bargaining units (BU) 5, 9, 12, 13, and 19 will participate in PLP, and end their participation in the Furlough Program. (Note: BU 5 excluded employees began PLP in July 2020, while BU 5 rank-and-file employees begin PLP in August 2020.) The monthly automated posting will now include:

- BU 9, 12, 13, and 19 rank-and-file employees earn 16 hours of PLP
- BU 5 rank-and-file employees earn 9 hours of PLP

Per CalHR and BU 12 & 13 Side Letters, rank-and-file employees will receive a one-time PLP credit to the July 2020 leave period. On August 21, 2020, the SCO will post the PLP earn transaction (LX 05) to CLAS for full-time and part-time employees who received a standard full warrant. Departments need to manually post the PLP for intermittent employees and full-time employees who received a non-standard warrant.

- BU 12 rank-and-file employees receive 8 hours of PLP for July 2020
- BU 13 rank-and-file employees receive 7 hours of PLP for July 2020

LUMP SUM TRANSACTION

The Lump Sum (37) transaction code is available to use with the PLP (LX) leave benefit as of the July leave period. This transaction code must be keyed online, and cannot be keyed via PIP or FTP, since the amount is system-generated.

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