

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

DATE: November 18, 2024

LEAVE ACCOUNTING LETTER #24-006

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Service Division**RE: REPRODUCTIVE LOSS LEAVE – NEW LEAVE BENEFIT AND TRANSACTION CODE**

The State Controller's Office (SCO) has created a new leave benefit and new transaction code in the California Leave Accounting System (CLAS) to assist departments in tracking the recently announced Reproductive Loss Leave (RLL) by the California Department of Human Resources (CalHR) and Senate Bill 848.

Reproductive Loss Leave is an unpaid leave benefit provided to excluded and represented employees who have been employed for a minimum of 30 days. Eligible employees are entitled to five days per reproductive loss event with a maximum of 20 days per calendar year. Departments may begin tracking in CLAS effective the November 2024 leave period.

Please refer to the CalHR [Human Resources Manual, section 2129 – Reproductive Loss Leave](#) or [Senate Bill 848 – Chapter 724](#) for more information.

NEW LEAVE BENEFIT ATTRIBUTES:

Leave Benefit Name:	REPRODUCTIVE LOSS LEAVE
Abbreviation:	REPRO LL
Leave Benefit ID:	RL
Benefit Type:	USAGE ONLY
Time Tracked:	HOURS
Benefit Reset:	CALENDAR YEAR
Valid LAS Transaction Codes:	01 – USE 14 – CREDIT ADJ 15 – DEBIT ADJ 27 – BEGIN TOTAL
PIP/FTP Earning's ID:	RL01, RL27

NEW TRANSACTION CODE ATTRIBUTES:

Transaction Name:	USE – REPRO LOSS LEAVE
Transaction Code:	RP
Time Tracked:	HOURS
Leave Benefits Used:	AL, VA, SL, CT, LT, DK
PIP/FTP Earning's ID:	ALRP, VARP, SLRP, CTRP, LTRP, DKRP

If an employee is eligible for RLL, two transactions should be posted for each usage to the CLAS via PIP, FTP or manually online using the B50 – Leave Benefit Transaction Screen.

1. Post hours used to the new leave benefit, Reproductive Loss Leave (RL), to track the employees total RLL usage hours. This usage should be paired with the Use (01) transaction.
2. Post hours using the new transaction code, Use – Repro Loss Leave (RP), to the leave benefit the employee is pairing with the RL benefit. If the employee is not using a paid leave benefit, Dock (DK) should be used with the RP transaction.

NOTE: The new RL benefit will be reset to zero at the beginning of each calendar year. If for any reason the reset was not processed, departments can manually post the reset by manually keying a Begin Total (27) transaction in the amount of zero using the B50 – Leave Benefit Transaction Screen.

For the 2024 calendar year only, employees who already used RLL prior to the CLAS's ability to track, departments can post a Begin Total (27) transaction of the total usage to the November 2024 leave period.

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 use the following contact information:

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (SCCC) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

Websites:

- [HR](#)
- [State Employees](#)

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