

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

DATE: December 3, 2024

LEAVE ACCOUNTING LETTER #24-008

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Service Division**RE: HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE**

Pursuant to the California Department of Human Resources Human Resources ([HR](#)) [Manual, Section 2111](#), the State Controller's Office (SCO) will post 2024 Holiday Informal Time Off (HI) hours in the California Leave Accounting System (CLAS) for all full-time and part-time employees. The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run on December 30, 2024.

Please note that HI hours will post regardless of dock status in the December pay period. If an employee works less than half the month, the earn transaction posted on December 30, 2024 will need to be voided and reposted with the correct amount of HI hours according to the chart in the CalHR [Human Resources Manual, Section 2111](#).

Intermittent employees are not included in the CLAS automated process due to the timing of the process. Intermittent employees earn HI hours based on the total number of hours worked during December 2024. Departments should key an HI05 transaction to the preloaded Time and Attendance batches in the Payroll Input Process for the December 2024 leave period at the same time as the regular pay is keyed.

The following are not eligible for this benefit:

- Judicial Council of California
- Department of Corrections and Rehabilitation (DJJ/CEA and OCE), Bargaining Unit (BU) 3 employees
- Department of Education, Special Schools academic teachers
- Employees currently on a temporary separation

If an elected official does not approve Holiday Informal Time Off for their department, please notify the SCO's Leave Accounting Liaison by December 20, 2024 at (916) 327-0756.

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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