

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

DATE: January 9, 2025

LEAVE ACCOUNTING LETTER #25-001

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Service Division

RE: USAGE ONLY BENEFITS – CALENDAR YEAR RESET

On January 27, 2025, the State Controller's Office will reset the following Usage Only benefits for the 2025 calendar year.

- California Family Rights Act
- Dock
- Family Medical Leave Act
- Health and Dental
- Jury Duty
- Maximum Hours Worked
- Paid Education Leave
- Professional Training and Development
- Reproductive Loss Leave
- Union Time Off

These benefits will be reset with the posting of a Begin Total (27) transaction in the amount of zero hours to the January 2025 leave period.

EXCEPTIONS

The Maximum Hours Worked benefit will not be reset for Student, Youth, and Seasonal Classifications who are tracked on a 12-month basis, rather than calendar year, in accordance with California Code of Regulations section 265.1. In addition, this benefit will not be reset for employees at the Employment Development Department.

The Paid Education Leave benefit is reset to zero for R12 and R13 employees only, in accordance with their bargaining unit contracts.

The Professional Training/Development benefit is reset to zero for R06 employees only, in accordance with their bargaining unit contract.

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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