

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

DATE: June 26, 2025

LEAVE ACCOUNTING LETTER #25-003

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

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

RE: PERSONAL HOLIDAY AND HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

The following information explains the Personal Holiday and the Holiday Credit in Lieu of Personal Holiday processes that the Personnel and Payroll Services Division (PPSD) will run in July 2025.

PERSONAL HOLIDAY

On July 2, 2025, PPCSD will post Personal Holiday accruals for the 2025-26 fiscal year to the California Leave Accounting System (CLAS). We will post the Personal Holiday Accrue transaction (PH10) for full/part-time and intermittent employees entitled to a Personal Holiday.

Employees on a temporary separation are not entitled to the Personal Holiday accrual until they return from the separation. Upon the employee's return, the department must post the PH10 accrual transaction for the month the employee returns to active status.

If an employee is on a Personal Holiday waiting period with an end date after July 31, 2025, the accrual transaction will automatically be posted on the second day of the leave period in which the waiting period ends.

HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

On July 14, 2025, PPCSD will post a Holiday Credit in Lieu of Personal Holiday (HC09) transaction to full/part-time employees who are eligible for this benefit. Below is a list of eligible employees:

- Bargaining Unit (BU) 06 rank & file employees
- BU07 class code 8979 (Firefighter) at State Hospitals and Developmental Services
- BU12 rank & file employees
- BU13 rank & file employees

An HC09 transaction will not be posted for intermittent (Roll Codes 3 and 4) employees. The department must post HC09 transactions after determining the number of hours the employee is due.

Employees on a temporary separation are not entitled to Holiday Credit in Lieu of Personal Holiday until they return from the separation. Upon the employee's return, the department must post the HC09 transaction for the month the employee returns to active status.

Per bargaining unit contracts, some employees must serve a waiting period before receiving Holiday Credit in Lieu of Personal Holiday. Therefore, if the employee is currently serving a waiting period, the

department must void the HC09 transaction posted on July 14, 2025, and post the HC09 transaction to the leave period in which the waiting period ended.

Some employees may have transferred from a bargaining unit that entitled them to a Personal Holiday, and to a bargaining unit that is eligible for Holiday Credit in Lieu of Personal Holiday. Regarding any such employee who has the Personal Holiday benefit established in their record, please call the Leave Accounting Liaison at (916) 327-0756. Employees are eligible to earn either Personal Holiday or Holiday Credit in Lieu of Personal Holiday, but not both.

The Personal Holiday and Holiday Credit in Lieu of Personal Holiday transactions will display on the Leave Activity and Balance report available via ViewDirect on August 15, 2025. The employee's Statement of Earnings and Deductions/Direct Deposit Advice for the August 2025 pay period will reflect the Personal Holiday or Holiday Credit for July.

The California Department of Human Resources (CalHR) has provided responses to a list of frequently asked questions (FAQs) to offer clarity to departments regarding the Personal Holiday benefit. You can find these [FAQs](#) on the CLAS References webpage of the State Controller's Office website. For questions regarding the Personal Holiday policies and how to apply them, please contact CalHR's Personnel Services Branch at (916) 323-3343 or psb@calhr.ca.gov.

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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