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

DATE: January 20, 2026

LEAVE ACCOUNTING LETTER #25-010

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

FROM: Lisa Dean, Chief  
Personnel and Payroll Services DivisionRE: **REVISED: HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE**

The State Controller's Office (SCO) will automatically post 2025 Holiday Informal Time Off (HI/ITO) hours in the California Leave Accounting System (CLAS) for all full-time and part-time employees, in accordance with [CalHR HR Manual Section 2111](#). The automated process to update the benefit with an Earn (05) transaction will run on **December 29, 2025**.

### **Eligibility**

Holiday Informal Time Off eligibility for all employees is based on their time base and includes those individuals scheduled to work, including temporary hires such as seasonal employees.

The following groups are not eligible for ITO:

- 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 on temporary separation
- Retired Annuitants (per the Public Employees' Pension Reform Act)

### **Exceptions**

Intermittent employees are not included in the automated CLAS posting. Intermittent employees earn HI hours based on the total number of hours worked during December 2025.

Departments should key an HI05 transaction to the preloaded Time and Attendance batches in the Payroll Input Process for the December 2025 leave period at the same time as the regular pay is keyed.

### **Additional Processing Notes**

- Employees must report ITO usage on their absence report forms.

- ITO does not count as hours worked for overtime purposes.
- ITO is available beginning on the date authorized by the Governor.

## **Departmental Authorization**

If an elected official does not authorize ITO for their department, please notify the SCO Leave Accounting Liaison by **December 19, 2025**, at **(916) 327-0756**.

## **Contact**

For questions regarding processing or eligibility, contact the Leave Accounting Liaison at **(916) 327-0756**.

## **All PPSD Contact Information:**

- [PPSD Contacts and Additional Information](#)

## **Web Resources:**

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

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