

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

DATE: January 14, 2026

LEAVE ACCOUNTING LETTER #26-001

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

FROM: Lisa Dean, Chief
Personnel and Payroll Services Division

RE: USAGE ONLY BENEFITS – CALENDAR YEAR RESET

On January 26, 2026, the State Controller's Office will reset the following Usage Only benefits for the 2026 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 2026 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:

All PPSD Contact Information:

- [PPSD Contacts and Additional Information](#)

Web Resources:

- For HR Personnel
- For State Employees

LD:AJE:CLAS