

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

DATE: September 23, 2014

LEAVE ACCOUNTING LETTER #14-010  
(Civil Service Only)

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

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **MILITARY CAREGIVER LEAVE**

Per the California Department of Human Resources (CalHR) Personnel Management Liaisons (PML) Memo #2009-028, the Family Medical Leave Act (FMLA) was amended to create Military Caregiver Leave (MC) benefit. The California Leave Accounting System (CLAS) established a usage only benefit to track a running balance for Military Caregiver Leave (MC).

Military Caregiver Leave provides an employee a total of 26 workweeks to either substitute leave (such as AL, VA or SL) or use unpaid leave to care for a covered service member in any "single 12-month period." For more information regarding eligibility please refer to PML #2009-028.

Medical Caregiver Leave benefit attributes:

Full Benefit Name:	Medical Caregiver Leave
Abbreviated Name:	MCL
Benefit ID:	MC
Benefit Category:	Usage Only Benefit
Rate of Measure:	Hours
Valid Transactions:	Use – 01 Credit Adjust – 14 Debit Adjust – 15 Begin Total – 27

Departments will be responsible for tracking the MC benefit, which can be posted retroactively as of January 1, 2014. It is also the department's responsibility to reset the MC benefit as appropriate, by posting a Begin Total-Usage Only Benefits, transaction code 27, using the B50-Transaction Entry Screen. The 12-month period is measured by counting forward from the first day the employee uses the MC benefit and ends 12 months later.

Because employees have the option to substitute leave to cover some or all of the MC benefit, the Use-MCL transaction has been created to debit the selected leave(s). These transactions are used in conjunction with the MC benefit.

USE-MCL transaction attributes:

Full Transaction Name: USE-MCL  
Transaction Code: MC  
Valid Benefits: AL, CT, DK, EH, EX, HC, HI, LD, LP, LT, LV, OC,  
PA, PD, PL, PV, SL, VA, VB

The Use-MCL transaction may be entered via CLAS, PIP, or File Transfer. The Use-MCL transaction may be posted retroactive to January 1, 2014. If you choose to report usage for prior leave periods retroactive to January 1, 2014, and an amount for Use-FMLA was previously posted, the Use-FMLA transaction must be voided on CLAS using the B52-Void Transaction Entry Screen. After voiding the Use-FMLA transaction, post a new Use-MCL using transaction code MC on the B50-Transaction Entry Screen.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:EP:CLAS