

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

DATE: March 23, 2018

LEAVE ACCOUNTING LETTER #18-003

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

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division (PPSD)

RE: HOLIDAY CREDIT IN LIEU OF SATURDAY HOLIDAY

The State Controller's Office will automatically post Holiday Credit in lieu of Saturday Holiday (HC12) hours on April 3, 2018, for Cesar Chavez Day. The hours will be posted to the March 2018 leave period for eligible full-time and part-time employees.

EMPLOYEES EXCLUDED FROM THE AUTOMATED PROCESS

The following groups are not included in the automated posting of Holiday Credit:

- Bargaining Unit 5 – California Highway Patrol
- Bargaining Unit 6 – Rank and File employees in 'posted' positions, or in Class Code 9001
- Bargaining Unit 7 – Class Codes 1662 through 1665
- Bargaining Unit 8 – Department of Forestry and Fire Protection
- Department of Corrections and Rehabilitation – DJJ/CEA or OCE employees
- Department of Education, Special Schools' calendar year academic teachers
- Judicial Council of California
- Office of Legislative Counsel

Employees who receive Holiday Credit on a monthly basis will be included in this process and the Earn – Hol on Sat (12) transaction code will be posted in place of the Earn – State Hol (SH) transaction code for the month of March. The bargaining units and/or class codes to be included are:

- Firefighters (Class Code 8979) in R07 at the Department of State Hospitals or Department of Developmental Services
- Firefighter/Security Officers (Class Code 8989 or 8990) in R07, at the Department of the Military or Department of Parks and Recreation
- Employees with Collective Bargaining IDs of R12 or R13

Note: Only departments who have opted into the monthly posting of Holiday Credit for the above employees will be included.

INSTRUCTIONS FOR INTERMITTENT EMPLOYEES

Intermittent employees are not included in the automated process due to the timing of the process. Because the amount of Holiday Credit hours earned is based on the total hours the intermittent employee works during the holiday month, it is most efficient for the departments to key an HC12 Earnings ID to the preloaded Time and Attendance batches in Payroll Input Process (PIP) for the March 2018 leave period at the same time as regular pay is keyed.

Employees who are temporarily separated or who had a non-qualifying leave period for March 2018 will be excluded from the posting. If employees who fall in one of these categories are eligible to receive the Holiday Credit for Cesar Chavez Day, departments must manually post the HC12 transaction.

As a reminder, when an employee has Holiday Credit balances outstanding from a previous department, and your department is accepting those hours, refer to the “Earned Benefit Transfer Procedure” in the CLAS Workbook for instructions on transferring the hours.

If you have any questions regarding this letter, or if your department has questions or concerns about the employees being included or excluded from this process, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

MR:JMH:CLAS