

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

DATE: July 25, 2018 LEAVE ACCOUNTING LETTER #18-007

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

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

RE: **USAGE ONLY BENEFITS – FISCAL YEAR RESET**

On July 30, 2018, the State Controller's Office will reset "Usage Only" benefits by posting a Begin Total transaction (27) with an amount of zero to the CLAS for the July 2018 leave period. The following Usage Only benefits are included in the fiscal year reset:

- Administrative Time Off
- Bereavement Leave
- Continuing Medical Education
- Health-Dental
- Military Leave – Days
- Military Leave – Hours
- Official Union Business
- Professional Training/Development (PDD)
- Retirement
- Subpoenaed Witness
- Union Conference/Training
- Union Paid Leave

NOTES:

- The Health-Dental benefit is reset on both a fiscal and calendar year basis, to accommodate the two 6-month control periods in the year.
- The PDD benefit for R06 is reset to zero on a calendar year basis; therefore, it is not included in the fiscal year reset.
- Paid Educational Leave will no longer be included in the Fiscal Year Reset. If the employee's current tracking period has ended, the department must post a Begin Total (27) transaction for an amount of zero in the first month of the new tracking period.

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

MR:SAL:CLAS