

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

DATE: December 10, 2018 LEAVE ACCOUNTING LETTER #18-009

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

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

RE: HOLIDAY INFORMAL TIME OFF – CIVIL SERVICE

Pursuant to the California Department of Human Resources' HR Manual, Section 2111, the State Controller's Office (SCO) will post 2018 Holiday Informal Time Off (HI) hours in CLAS for all full-time and part-time employees, with the exception of the following:

- 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 currently on a temporary separation

The automated process to update the CLAS Holiday Informal Time Off benefit with Earn (05) transactions will run December 17, 2018. If an elected official does not approve the Holiday Informal Time Off for their department, please notify the State Controller's Office's Leave Accounting Liaison by December 17, 2018 at (916) 327-0756 to be excluded from the automated update process.

Intermittent employees are not included in the CLAS automated process due to the timing of the process. Intermittent employees earn HI hours based on the total number of hours worked during December 2018. Departments should key an HI05 transaction to the preloaded Time and Attendance batches in Payroll Input Process (PIP) for the December 2018 leave period at the same time the Regular pay is being keyed.

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

MR:SAL:CLAS