

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

DATE: January 5, 2016

LEAVE ACCOUNTING LETTER #16-001

TO: All Agencies/Campuses in the California Leave Accounting System

FROM: Debra Spellman, Acting Chief  
Personnel/Payroll Services DivisionRE: **USAGE ONLY BENEFITS - CALENDAR YEAR RESET**

On January 25, 2016, the State Controller's Office will reset the Total Hours/Days Used to zero for the 2015 calendar year Usage Only Benefits:

**Civil Service**

Dock  
Family Medical Leave Act\*  
Health & Dental  
Jury Duty  
Maximum Hours Worked (excluding EDD)  
Mentor Leave  
Union Time Off

**CSU**

Dock  
Funeral Leave  
Jury Duty  
Parental Leave  
Union Time Off

These benefits will be reset with the posting of a Begin Total transaction (code 27) to the January 2016 leave period.

\*The Family Medical Leave Act benefit will be reset to zero for all excluded employees and rank and file employees in Civil Service Bargaining Units 1, 2, 3, 4, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20 and 21, in accordance with their bargaining unit contracts. The benefit will not reset to zero for rank and file employees in Bargaining Units 5, 8, 9, and 16.

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

LC:EP:CLAS