

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

DATE: May 4, 2016

LEAVE ACCOUNTING LETTER #16-005  
(Civil Service Only)

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

FROM: Debra Spellman, Chief  
Personnel/Payroll Services Division

RE: **PERSONAL HOLIDAY SYSTEM UPDATE**

In response to the California State Auditor's (CSA) report of August 2014, SCO is implementing CLAS system updates to ensure employees not entitled to receive Personal Holiday will not accrue. Based on bargaining unit contracts, some employees earn Holiday Credit, Vacation/Annual Leave, or Personal Leave Days in lieu of a Personal Holiday (PH) and should not receive a PH accrual. Below is a list of employees not eligible for PH accruals:

- BU03: Class Type 'F' employees (Exempt Teachers) at Dept. of Education, Special Schools
- BU05: All employees
- BU06: Rank & File employees
- BU07: Class code 8979 (Firefighters) at Dept. of State Hospitals or Dept. of Developmental Services
- BU07: Class codes 8989 or 8990 (Firefighter/Security Officer) at the Military Department or Dept. of Parks and Recreation
- BU12: Rank & File employees
- BU13: Rank & File employees
- Class Type 'E' employees (California Conservation Corps)

Effective May 1, 2016, the new system update will change the Personal Holiday accrual rate to zero hours for the above employees. Employees eligible to receive PH accruals will continue to receive accruals every July or when the Personal Holiday waiting period has been served.

SCO will release a **Personal Holiday Audit Report** to assist departments in the cleanup of PH accruals posted erroneously. The report will include employees who received a Personal Holiday accrual while in one of the above bargaining units/class types. We will provide additional details when this report is ready for use.

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

DS:JE:CLAS