

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

DATE: December 10, 2021 LEAVE ACCOUNTING LETTER #21-012

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

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**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 December 27, 2021 for the Christmas Day holiday and on January 3, 2022 for the New Year's Day holiday. The hours will be posted to the December 2021 and January 2022 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 1662-1665
- Bargaining Unit 7 – Class Codes at 8979, 8989, and 8990 at DSH, DDS, DPR, & Military
- 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
- Franchise Tax Board
- Judicial Council of California
- State Lands Commission (Class Codes 8880 and 8889 only)

**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 PIP for the December 2021 and January 2022 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 December 2021 or January 2022 will be excluded from the posting. If employees who fall in one of these categories are eligible to receive the Holiday Credit for Christmas Day or New Year's 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.

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For assistance with personnel or payroll related items, agencies can use the following contact information:

**Contacts:**

- Affordable Care Act (ACA) Email [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov)
- Cal Employee Connect Feedback Email [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)
- Cal Employee Connect Email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
- California Leave Accounting System (CLAS) Email [Clas@sco.ca.gov](mailto:Clas@sco.ca.gov)
- ConnectHR Email [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDmirs@sco.ca.gov](mailto:PPSDmirs@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

**SCO Key Initiatives:**

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:AJE:CLAS