

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

DATE: January 12, 2023 LEAVE ACCOUNTING LETTER #23-001

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

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

On January 30, 2023, the State Controller's Office will update the following Usage Only Benefits for the 2023 calendar year:

- Dock
- Family Medical Leave Act
- CA Family Rights Act
- Health and Dental
- Jury Duty
- Maximum Hours Worked
- Paid Education Leave
- Professional Training and Development
- Union Time Off

These benefits will be reset with the posting of a Begin Total (27) transaction in the amount of zero hours to the January 2023 leave period.

EXCEPTIONS

The Family Medical Leave Act benefit will be reset to zero for all excluded 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 Maximum Hours Worked benefit will not be reset for Student, Youth, and Seasonal Classifications who are tracked on a 12-month basis, rather than calendar year, in accordance with California Code of Regulations section 265.1. In addition, this benefit will not be reset for employees at the Employment Development Department.

The Paid Education Leave (PE) benefit is reset to zero for R12 and R13 employees only, in accordance with their bargaining unit contracts.

The Professional Training/Development (PDD) benefit is reset to zero for R06 employees only, in accordance with the bargaining unit contract.

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items, agencies can use the following contact information:

For additional questions, please use the following contact information:

Contacts:

- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email: Clas@sco.ca.gov
- [ConnectHR - Help and Feedback](#)
- CS Escalation Email (HR Supervisors and Managers): PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access: (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff): PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS): 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