

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

DATE: January 24, 2023 LEAVE ACCOUNTING LETTER #22-008

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: **REVISED – PERSONAL HOLIDAY USE TRANSACTION – IN LIEU OF HOLIDAY CREDIT**

The State Controller's Office (SCO) has added a new transaction code to the California Leave Accounting System (CLAS) to assist departments in tracking employees who choose to observe Lunar New Year, Genocide Remembrance Day, Juneteenth, or Native American Day. Recent directives from the California Department of Human Resources have confirmed that this benefit is available to all employees, regardless of representation.

Assembly Bills 1655, 1801, and 2596 allow for employees to elect to receive eight hours of Holiday Credit in lieu of their annual Personal Holiday in order to observe any of the following on the actual day of the holiday:

Lunar New Year	The date corresponding with the new moon following the winter solstice, or the third new moon following the winter solstice should an intercalary month intervene
Genocide Remembrance	April 24 th
Juneteenth	June 19 th
Native American Day	The fourth Friday in September

The new '03' transaction code, with the name of "Use – In Lieu of Hol Cred" is added to the Personal Holiday (PH) leave benefit. The new transaction code is available for use starting in the December 2022 leave period and can be used only one time per Fiscal Year.

In summary, the features of the new Use – In Lieu of Holiday Credit transaction code are:

Transaction Code: 03
Transaction Name: Use – In Lieu of Hol Cred
Time Tracked: Units
Leave Benefit Used: PH
Effective: 12/01/2022
Expires: N/A

The SCO will continue to post eligible employees' Personal Holiday each July leave period. If the employee elects to change their time to Holiday Credit in order to observe one of the above listed holidays, the department is responsible for keying the usage using the new 03, "Use – In Lieu of Hol Cred" transaction after the employee takes the time for the holiday.

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:

Contacts:

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

SCO Key Initiatives:

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

JEB:MRV:CLAS