

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: January 3, 2002

LEAVE ACCOUNTING LETTER # 02-001

To: All Agencies/Campuses in the California Leave Accounting System
(CLAS)

From: Vicki Korach, Manager
Customer Support Section

Re: USAGE ONLY BENEFITS

On January 28, 2002, the State Controller's Office will reset the
TOTAL HOURS/DAYS USED to zero for the following calendar year
Usage Only Benefits:

CIVIL SERVICE

CSU

Dock

Dock

Jury Duty

Funeral Leave

Mentor Leave

Jury Duty

Union Time Off

Maternity/Paternity/Adoption

Union Time Off

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

VK:jmh