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

DATE: February 13, 2003

PAYROLL LETTER # 03-005
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **EXTENSION OF MILITARY LEAVE AN ADDITIONAL 365 DAYS**

This Payroll Letter provides processing information related to Civil Service employees called to active duty for the War on Terrorism, and whose leaves have been extended up to an additional 365 days under Government Code (G.C.) Section 19775.18. Refer to DPA PML 2003-06 for further information regarding this leave extension.

For each employee whose leave is extended under G. C. Section 19775.18, process a S51C employment history transaction to correct the expiration date on the current S51 transaction. The S51C transaction should reflect the expiration date of the extended leave period.

For employees whose leaves are extended, do not submit a new Military Leave Worksheet unless there is a change in the employees' salary or benefits information. See PML-2003-06 for a copy of the worksheet.

The Controller's Office will automatically issue adjustment pay for each employee whose military leave has been extended beyond September 11, 2002. The adjustment pay will continue to be issued until the employee's leave expires, or the department submits a Military Leave Worksheet with salary or benefit changes. Please note: a corrected Military Leave Worksheet is required for any changes made during the various 2003 open enrollment benefits periods. Send corrected worksheets to:

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
PAYROLL OPERATIONS
P.O.BOX 942850
SACRAMENTO, CA 94250-5870

ATTN: PAM KEEGAN

Employees whose military leaves are extended under G.C. Section 19775.18 continue to accrue state service and leave benefits. For departments participating in the California Leave Accounting System (CLAS), once the S51C transaction is processed, follow the procedures outlined in the CLAS Civil Service Workbook, Temporary Separation Procedures section. Non-CLAS departments should continue manual processing of state service and leave benefit accruals.

Specific procedures for requesting military leave payments and benefits for employees who are beginning a military leave or whose salary or benefit information is changing, are found in Payroll Letters #98-009 (Bosnia Deployment Pay) and #01-016 (Operation Enduring Freedom).

If you have any questions regarding this Payroll Letter, please contact Pam Keegan at (916) 323-2539.