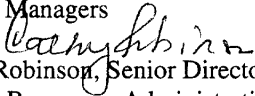


The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4201
(562) 951-4412

Date: September 26, 2001

Code: TECHNICAL LETTER
HR/Benefits 2001-17

To: Human Resources Directors
Payroll Managers

From:  Cathy Robinson, Senior Director
Human Resources Administration

Supercedes:
TL/UCAM 6320
80-01

Subject: Annual Statement of Leave Credits

Campuses are beginning to develop employee information computer sites and we have been asked if distribution of an "Annual Statement of Leave Credits" is still required. Campuses have been required to distribute an annual statement of leave credits to their employees each October. Be advised that it remains a requirement for an employee to receive, at a minimum, an annual update of leave balance information each October. However, electronic leave information can substitute for a paper statement for employees who have both access to the information and knowledge of how to access the information. If a campus has employees who cannot access the electronic information, the campus will need to provide a paper statement.

Electronic technology now affords campuses the ability to provide employees leave balance information more frequently than the minimum annual requirement. Leave information is available from campus leave accounting systems, or from a campus' participation in an outside leave accounting system such as the State Controller's Office (SCO) California Leave Accounting System (CLAS). In the case of CLAS, current leave information is reflected monthly on an employee's payroll warrant, or in the case of a campus system, distributed on a schedule established by the campus that may be more frequent than the annual October requirement. In the case of a computer site, leave information is available continually and always current. Should your campus provide leave information using one of these methods, the annual requirement to provide leave information will be satisfied.

Questions regarding other aspects of this technical letter may be directed to systemwide Human Resources at (562) 951-4411. This technical letter is available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAadm/memos.shtml>. Thank you.

CR/dth

Distribution: CSU Presidents
Vice Chancellor, Human Resources
Benefits Officers
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Director, SOSS