TO: Personnel Management Liaisons (PML)

SUBJECT: 2016 Holiday Informal Time Off

DATE ISSUED: December 15, 2016

REFERENCE NUMBER: 2016-033

SUPERSEDES: 

This memorandum should be forwarded to:

Personnel Officers
Employee Relations Officers
Personnel Transactions Supervisors

FROM: California Department of Human Resources
Personnel Management Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@calhr.ca.gov

In celebration of the holiday season and following historic tradition, the Governor has authorized informal time off (ITO) for all employees based on the following schedule:

<table>
<thead>
<tr>
<th>Full-time employees</th>
<th>4 hours</th>
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<tbody>
<tr>
<td>Part-time employees</td>
<td>Less than ¼</td>
</tr>
<tr>
<td></td>
<td>¼ to ½ time</td>
</tr>
<tr>
<td></td>
<td>Greater than ½ time</td>
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<tr>
<td>Intermittent employees</td>
<td>1-43 hours worked</td>
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<tr>
<td></td>
<td>44-87 hours worked</td>
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<tr>
<td></td>
<td>88 or more hours worked</td>
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</table>

For most employees, the paid ITO this year will be either the business day before December 25 or January 1. The time off should be granted in a manner consistent with maintaining necessary services to the public. Employees required to work these days, or who would be scheduled to work but are on paid leave, should be granted the time off prior to June 30, 2017, if administratively feasible.

ITO Provisions

1. All employees who are scheduled to work are eligible for ITO. This includes temporary hires such as seasonal employees and retired annuitants.

Note: Retired annuitants are eligible for ITO if they have worked in December and are scheduled during the holiday season. Use the chart for intermittent
employees to determine the amount of ITO a retired annuitant will receive. The ITO must be used and paid in the December 2016 pay period.

2. For intermittent employees the ITO is based on hours worked in the month of December 2016 and employees are given a prorated amount based on the chart above.

Note: Intermittent employees are eligible for ITO if they have worked in December and are scheduled during the holiday season. Use the chart for intermittent employees to determine the amount of ITO an intermittent employee will receive. The ITO must be used and paid in the December 2016 pay period.

3. ITO is based on the employee’s time base and is not prorated. See chart above.

4. Employees using ITO must report it on their absence report forms.

5. FLSA-exempt employees (WWG E/SE) may either combine their ITO with paid leave to equal a full day off, or they may use their ITO to leave early after working a partial day.

Examples:

- A WWG E/SE employee takes the full day off. The employee’s timesheet should reflect 4 hours leave credits (e.g., vacation, annual leave) used and 4 hours ITO used to equal a full day.

- A WWG E/SE employee works 4 hours and leaves 4 hours early. The employee’s timesheet should reflect the use of 4 hours ITO.

6. ITO is not lost when employees transfer between agencies; employees retain their ITO balances until the hours are actually used.

7. ITO is not available for cash-out upon separation; agencies should allow employees to use their ITO prior to separation.

8. ITO does not count as hours worked for overtime purposes.

9. ITO is available as of the date of the PML.

For questions related to this PML, state department personnel office designated liaisons should contact the Personnel Services Branch by emailing questions to PSB@calhr.ca.gov or calling the contact number listed above.
CalHR has updated the online Human Resources Manual, Policy Statement 2111, to include the 2016 holiday season ITO information.

/s/Belinda Collins

Belinda Collins, Chief (A)
Personnel Management Division