



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS **REFERENCE CODE: MM88-32**
EFFECTIVE DATE: 12/2/88
EXPIRATION DATE: 6/30/89
DATE OF ISSUE: 12/2/88

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers

SUBJECT: HOLIDAY INFORMAL TIME OFF

The Governor has announced his policy on informal time off for the Christmas/New Years holidays. In his announcement the Governor has provided informal time off for all employees based on the following:

- Full-time employees will be permitted four hours informal time off.
- Part-time employees who work less than 1/4 time will be permitted one hour informal time off, part-time employees who work 1/4 to 1/2 time will be permitted two hours informal time off and part-time employees who work more than 1/2 time will be permitted four hours informal time off.
- Intermittent employees who work 1-39 hours during the month of December will be permitted one hour informal time off, intermittent employees who work 40-99 hours will be permitted two hours informal time off and intermittent employees who work 100 hours or more will be permitted four hours informal time off.

For most employees the informal paid time off will be either Friday, December 23, or Friday, December 30, 1988. The time off should be granted in a manner consistent with maintaining necessary services to the public. Employees who are required to work on those days or who would otherwise be scheduled to work, but are on vacation, sick leave or CTO, should be granted the time off prior to June 30, 1989, if administratively feasible.

To further explain the schedules for part-time and intermittent employees please refer to the following charts:

Part-time employees

<u>Time Base</u>	<u>Hours Worked</u>	<u>Time Off</u>
1/10	17.6	1
1/8	22.0	1
1/5	35.2	1
1/4	44.0	2
3/10	55.8	2
3/8	66.0	2
2/5	70.4	2
1/2	88.0	2
3/5	105.6	4
5/8	110.0	4
7/10	123.2	4
3/4	132.0	4
4/5	140.8	4
7/8	154.0	4
9/10	158.4	4

Intermittent employees

<u>Hours Worked</u>	<u>Time Off</u>
1-39	1
40-99	2
100 or more	4

If you have any questions regarding holiday informal time off please call R. L. Rutherford, Manager, Personnel Services Branch, (916) 324-0439, ATSS 454-0439.


David J. Tirapelle
Director



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