



George Deukmejian, Governor

REFERENCE CODE: MM 90-65
EFFECTIVE DATE: December 7, 1990
EXPIRATION DATE: June 30, 1991
DATE OF ISSUE: December 7, 1990

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers

From: Department of Personnel Administration
Office of the Director


Subject: Holiday Informal Time Off

To allow State employees an opportunity to more fully celebrate the Christmas/New Years holidays, the Governor has authorized eight hours informal time off to all full-time State employees. The informal time off should be granted in a manner consistent with maintaining necessary services to the public.

For most employees the informal paid time off will be either Monday, December 24, or Monday, December 31, 1990. Departments have the option of authorizing partial hours of informal time off on those days. Employees who are required to work on those days in order to maintain State services, or who would otherwise be scheduled to work but who are on vacation, sick leave or CTO, should be granted the equivalent time off or the remainder of the eight hours not used on December 24th or December 31st prior to June 30, 1991. This time is not considered as CTO and is, therefore, not compensable in cash.

During the month of December, intermittent and part-time employees who work the equivalent of 1-42 hours will be permitted two hours informal time off; intermittent and part-time employees who work the equivalent of 43-88 hours will be permitted four hours of informal time off; and intermittent and part-time employees who work the equivalent of 89 hours or more will be permitted eight hours informal time off.

If you have any questions regarding holiday informal time off, please call Clarice Pace, Personnel Services Branch, (916) 324-0439 or ATSS 454-0439.


David J. Tirapelle
Director