



Pete Wilson, Governor

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EFFECTIVE DATE: December 13, 1991
EXPIRATION DATE: June 30, 1992
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To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers

From: Department of Personnel Administration
Office of the Director

Subject: Holiday Informal Time Off

To recognize State employees for their efforts this year and to allow State employees an opportunity to fully celebrate the Christmas/New Year's holidays, the Governor has authorized informal time off for all employees based on the following:

- * Full-time employees will be permitted four hours of 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 of informal time off and part-time employees who work more than 1/2 time will be permitted four hours of 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 of informal time off and intermittent employees who work 100 hours or more will be permitted four hours of informal time off.

For most employees, the informal paid time off will be either Tuesday, December 24, or Tuesday, December 31, 1991. 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, 1992, 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 Clarice Baker, Personnel Services Branch, (916) 324-0439, ATSS 454-0439.



David J. Tirapelle
Director

