

State of California

MEMORANDUM

DATE: December 19, 1995

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 95-057

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers
Personnel Transactions Supervisors

FROM: Department of Personnel Administration
Office of the Director

SUBJECT: Holiday Informal Time Off

CONTACT: Clarice Baker
(916) 324-0439 or CALNET 454-0439
Office Vision: DPA (CEBAKER)
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In celebration of 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 of 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 of 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 Friday, December 22, or Friday, December 29, 1995. 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, 1996, if administratively feasible.

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

Part-time Employees

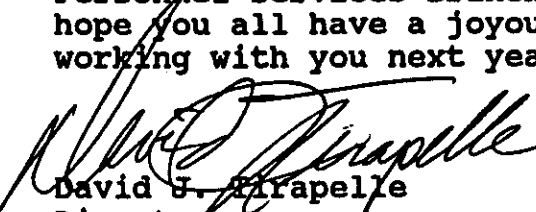
<u>Time Base</u>	<u>Hours Worked</u>	<u>Time Off</u>
1/10	17.6	1
1/8	22.0	1
1/5	35.2	1
1/4	44.0	2
3/10	55.8	2
3/8	66.0	2
2/5	70.4	2
1/2	88.0	2
3/5	105.6	4
5/8	110.0	4
7/10	123.2	4
3/4	132.0	4
4/5	140.8	4
7/8	154.0	4
9/10	158.4	4

Intermittent Employees

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

Note: The informal time off is to be reported on the Absence Report for employees covered under the FLSA and posting of the informal time off is not required for employees exempt from the FLSA.

If you have any questions regarding holiday informal time off, please have your personnel office staff call Clarice Baker, Personnel Services Branch, (916) 324-0439, Calnet 454-0439. I hope you all have a joyous holiday season and look forward to working with you next year.


David J. Pirapelle
Director