

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS

DATE: December 16, 1996

REFERENCE CODE: 96-060

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

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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 Tuesday, December 24, or Tuesday, December 31, 1996. 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 paid leave status, should be granted the time off prior to June 30, 1997, 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 contact your designated departmental Personnel Services Specialist within the Classification and Compensation Division at the Department of Personnel Administration at (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. Tirapelle
Director