

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: December 19, 1997
REFERENCE CODE: 97-045

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel 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 1-43 hours during the month of December will be permitted one hour informal time off, intermittent employees who work 44-86 hours will be permitted two hours of informal time off, and intermittent employees who work 87 hours or more will be permitted four hours of informal time off.


For most employees, the informal paid time off will be either Wednesday, December 24, or Wednesday, December 31, 1997. 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, 1998, if administratively feasible.

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All employees, including temporary hires, if scheduled to work are eligible for the informal time off.

Note: The informal time off is to be reported on the Absence Report for employees covered under the Fair Labor Standards Act (FLSA) and posting of the informal time off is not required for employees exempt from 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