

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** December 15, 2000
REFERENCE CODE: 2000-073

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers
Personnel Transactions Supervisors

FROM: Department of Personnel Administration
Labor Relations Division

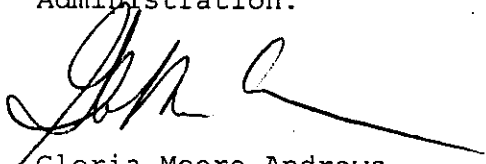
SUBJECT: Correction to Informal Time Off - PML 2000-066

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This PML is to correct the statement in PML 2000-066 that addresses employees who are exempt from FLSA who work and use their Informal Time Off (ITO) on Friday December 22, 2000 or Friday December 29, 2000.

After consideration, it has been determined that an employee exempt from FLSA may combine other paid leave with ITO on their Absence Report to equal a full day off.

If you have any questions regarding this correction, please have your personnel staff contact Clarice Pace, Personnel Management Technician within the Personnel Services Branch, Classification and Compensation Division, at the Department of Personnel Administration.


Gloria Moore Andrews
Chief of Labor Relations

