

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** December 11, 2003
REFERENCE CODE: 2003-052

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers
Personnel Transactions Supervisors

FROM: **Michael T. Navarro, Interim Director**
Department of Personnel Administration

SUBJECT: Holiday Informal Time Off

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In celebration of the holiday season, the Governor has authorized informal time off (ITO) for all employees based on the following:

- Full-time employees will be permitted four hours of ITO.
- Part-time employees who work less than 1/4 time will be permitted one hour of ITO, part-time employees who work 1/4 to 1/2 time will be permitted two hours of ITO, and part-time employees who work more than 1/2 time will be permitted four hours of ITO.
- Intermittent employees who work 1-43 hours during the month of December will be permitted one hour of ITO. Intermittent employees who work 44 to 87 hours will be permitted two hours of ITO, and intermittent employees who work 88 hours or more will be permitted four hours of ITO.

For most employees, the paid ITO will be either Wednesday, December 24, 2003, or Wednesday, December 31, 2003. 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

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are on paid leave status, should be granted the time off prior to June 30, 2004, if administratively feasible.

All employees, including temporary hires such as seasonal employees and retired annuitants, if scheduled to work, are eligible for ITO.

ITO is to be reported on the Absence Report for all employees. Employees who are exempt from FLSA may combine their ITO with paid leave to equal a full day off. ITO must be used on a scheduled workday.

Holiday ITO balances will be maintained until the hours are actually used. This includes employees transferring between agencies. Holiday ITO is not available for cash out; therefore, agencies should allow employees to use their holiday ITO prior to separation.

If you have any questions regarding holiday ITO, please have your designated personnel office staff person contact Clarice Pace. May you all have a joyous holiday season.