

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** June 7, 2004
REFERENCE CODE: 2004-019

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers
Personnel Transactions Supervisors

FROM: **Michael T. Navarro**
Department of Personnel Administration
Office of the Director

SUBJECT: Day of Remembrance - Ronald Reagan

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Out of respect for Ronald Reagan, the fortieth President of the United States and former Governor of California, June 11, 2004, will be observed as a Day of Remembrance. The Governor has authorized eight hours of informal time off (ITO) to all full-time employees. The ITO should be granted in a manner consistent with maintaining necessary services to the public. Departments should schedule staffing consistent with their business needs.

Employees who are required to work June 11, 2004, to maintain State services, or who would otherwise be scheduled to work but who are on vacation, sick leave, or compensating time off (CTO), should be granted the ITO at a later date.

Intermittent and part-time employees who work the equivalent of 1-43 hours will be permitted two hours of ITO; intermittent and part-time employees who work the equivalent of 44-88 hours will be permitted four hours of ITO; and intermittent and part-time employees who work the equivalent of 89 hours or more will be permitted eight hours of ITO.

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

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

If you have any questions regarding this ITO, please have your designated personnel office staff contact Clarice Pace.