

HUMAN RESOURCES MEMORANDUM

SUBJECT: Governor Approved Administrative Time Off (ATO) Humboldt County Earthquake; Severe Storms in Los Angeles,	NUMBER: 10-002
	DATE ISSUED: January 28, 2010
DISTRIBUTION: EXECUTIVE TEAM, MANAGERS AND SUPERVISORS, PERSONNEL LIAISONS, ATTENDANCE CLERKS	EXPIRES: Until suspended

Purpose The purpose of this Human Resources (HR) Memorandum is to notify affected employees of the Governor's authorization to utilize ATO. DPA Rule 599.785.5 delegates authority to departments to authorize up to five days of ATO during a Governor-declared state of emergency for those employees that meet the provisions of this rule.

Office closures Governor Schwarzenegger has declared a state of emergency in Humboldt County due to the January 12th earthquake, as well as the counties of Los Angeles, Orange, Riverside, San Francisco, and Siskiyou due to severe storm conditions. The employees impacted by these disasters may be entitled to ATO.

Affected employees The Governor has authorized paid administrative time off for State employees who work in the affected areas of Humboldt, Los Angeles, Orange, Riverside, San Francisco, and Siskiyou Counties.

Contact For questions regarding this memorandum, please contact your assigned Personnel Specialist.

/s/
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