

## ***HUMAN RESOURCES MEMORANDUM***

<b>SUBJECT:</b> <b>Governor Approved Administrative Time Off (ATO)</b> Wildfires in Kern County	<b>NUMBER:</b> 10-015
	<b>DATE ISSUED:</b> 08/26/10
<b>DISTRIBUTION:</b> <b>EXECUTIVE TEAM, PERSONNEL LIAISONS, ATTENDANCE CLERKS</b>	<b>EXPIRES:</b> Until suspended

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**Purpose** The purpose of this Human Resources (HR) Memorandum is to notify affected employees that on August 4, 2010, Governor Schwarzenegger declared a State of Emergency in Kern County as a result of wildfires that began on July 26, 2010.

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**ATO during State of Emergency** DPA Rule 599.785.5b 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, subject to management approval.

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**Additional information** Please click on the following link to the ATO section of the POM:  
<http://www.documents.dgs.ca.gov/ohr/pom/ATOrevise.doc>

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**Posting of ATO in PAL timesheet** Please use the alias **ATO-GOV-EMERG**, double click on the date and type the following in the remarks section: "Supervisor approved ATO per HR Memo 10-015".

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

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/s/  
GLORIA MARTINEZ, Acting Personnel Officer  
Office of Human Resources  
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