

Issue Date: December 14, 2010

To: Director, Chief Deputy Director, Office Chiefs, Executive Office Managers, Client Agency Executives, Managers and Supervisors, Personnel Liaisons and Attendance Clerks

Subject: **Holiday Informal Time Off (ITO)**

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

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

Full-time Employees		4 hours
Part-time Employees	Less than ¼ time	1 hour
	¼ to ½ time	2 hours
	Greater than ½ time	4 hours
Intermittent Employees	1-43 hours worked	1 hour
	44-87 hours worked	2 hours
	88 or more hours worked	4 hours

Applicability For most employees, the paid ITO will be either the day before December 25, or the day before January 1. The time off should be granted in a manner consistent with maintaining necessary services to the public. Employees required to work these days, or who would be scheduled to work but are on paid leave, should be granted the time off prior to June 30, 2011, if administratively feasible.

ITO Provisions

- All employees who are scheduled to work are eligible for ITO. This includes temporary hires such as seasonal employees and retired annuitants.
- Employees using ITO must report it on the Project Accounting and Leave (PAL) Time Entry application (using the alias "ITO-USE") or on their hard copy of the Absence Report (Std. 634).
- FLSA-exempt employees may either combine their ITO with paid leave to equal a full day off, or they may use their ITO to leave early after working a partial day.

- ITO is not lost when employees transfer between agencies; employees retain their ITO balances until the hours are actually used.
 - ITO is not available for cash-out upon separation; agencies should allow employees to use their ITO prior to separation.
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**PAL
Instructions**

Holiday Credit earned for Christmas (December 25, 2010) and New Year's Day (January 1, 2011) will both be automatically posted to the employee's leave balances by the State Controller's Office and will reflect in the employee's leave balances the following month.

Since this earning is automatic there is no need to post anything in PAL. If employees try to post HC-EARN in PAL, to either of the dates above, the following message will appear. Once the message is acknowledged the hours entered will automatically be removed from the timesheet.



Contact

For questions regarding this memorandum, please contact your assigned Attendance Clerk or Personnel Specialist.

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

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