

HUMAN RESOURCES MEMORANDUM 15-030		DATE ISSUED: 12/10/2015
SUBJECT: 2015 Holiday Informal Time Off		REFERENCE: 2015-035
TO: Director, Chief Deputy Director, Office Chiefs, Executive Office Managers, Client Agency Executives, DGS Managers and Supervisors, Personnel Liaisons, and Attendance Clerks		SUPERCEDES: HR Memo 14-037

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose In celebration of the holiday season and following historic tradition, 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	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 this year 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, 2016, if administratively feasible.

ITO Provisions 1. All employees who are scheduled to work are eligible for ITO. This includes temporary hires such as seasonal employees and retired annuitants.

Note: Retired Annuitants are eligible for ITO if they have worked in December and are scheduled during the holiday season. The scheduled time does not need to be December 24 or 31. Use the chart for intermittent employees to determine the amount of ITO a retired annuitant will receive. The ITO must be used and paid in the December 2015 pay period.

2. Employees using ITO must report it on their Absence Report forms.

3. FLSA-exempt employees (WWG E/SE) 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.

Examples:

- A WWG E/SE employee takes the full day off. The employee's timesheet should reflect 4 hours leave credits (e.g., vacation, annual leave) used and 4 hours ITO used to equal a full day.
- A WWG E/SE employee works 4 hours and leaves 4 hours early. The employee's timesheet should reflect the use of 4 hours ITO.

4. ITO is not lost when employees transfer between agencies; employees retain their ITO balances until the hours are actually used.

5. ITO is not available for cash-out upon separation; agencies should allow employees to use their ITO prior to separation.

6. ITO does not count as hours worked for overtime purposes.

7. For intermittent employees the ITO is based on hours worked in the month of December 2015 and employees are given a prorated amount based on the chart above.

Note: Intermittent employees are eligible for ITO if they have worked in December and are scheduled during the holiday season. The scheduled time does not need to be December 24 or 31. Use the chart for intermittent employees to determine the amount of ITO an intermittent employee will receive. The ITO must be used and paid in the December 2015 pay period.

8. ITO is based on the employee's time base and is not prorated. See chart above.

9. ITO is available as of the date of the PML.

Questions

For questions related to this HR Memo, please contact your assigned Attendance Clerk or Personnel Specialist.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

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