

Administrative Time Off (ATO)

Guideline The Department of General Services (DGS) may grant Administrative Time Off (ATO) on a case-by-case basis, as approved by the DGS Director or designee, deemed to be in the best interest of the State. It is the goal of the DGS to make every effort to return the employee to the DGS worksite either in their own division or an appropriate position in any other division.

Delegated authority to department Government Code (GC) Section 19991.10 provides that no paid leave of absence for State employees shall exceed five working days without prior approval of the California Department of Human Resources (CalHR). Under GC §19815.4 and §19816, this authority has been delegated to the DGS to approve up to 30 calendar days of ATO on a case-by-case basis, as approved by the DGS Director or designee.

Four reasons programs may approve ATO Program Supervisors and Managers may grant ATO for employees for the following reasons:

1. Employee is a Precinct Election Board Worker (GC §599.930)
2. Employee works or resides in a county where the Governor has declared a state of emergency (DPA Rule 599.785.5 authorizes up to five working days)
3. Employee is called into service by the Office of Emergency Services (OES) for a search and rescue operation, disaster mission, or other life-saving mission conducted within the State (GC §19844.5 authorizes up to 10 calendar days)
4. Employee's physical work environment is considered temporarily hazardous or detrimental to work productivity (e.g., equipment failure, building evacuation, gas leak)

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Administrative Time Off (ATO), Continued

Authority level and timeframes

Day(s)	Approval Authority
1	Supervisor/Manager, with concurrence of Office Chief
2-3	Office Chief, with concurrence of Deputy Director
4-10	Deputy Director, with consultation and concurrence of the Office of Human Resources' (OHR) Constructive Intervention Unit (CIU)

ATO leave OHR must approve

For all other reasons, including the following, OHR's Constructive Intervention Unit (CIU) **must be contacted** to approve the use of ATO and issue the ATO notification letter to the employee.

1. Reason to believe employee will likely cause damage to State facility, equipment, or records, as in the case of a pending dismissal or rejection during probation.
2. Situations where an employee places other employees at risk.
3. Medical conditions identified by the Office of Risk and Insurance Management which require a fitness for duty evaluation.
4. Pending formal investigation which could result in adverse or punitive action.
5. Any security risk.

Managers and supervisors are encouraged to explore any and all feasible alternatives before requesting that the Constructive Intervention Unit place an employee off work on ATO for the above reasons.

Exceptions:

If	Then
If there is an emergency situation where notice to or consultation with CIU is not practical or possible	Supervisors, with the concurrence of their Office Chief: <ul style="list-style-type: none"> • May send an employee home on ATO • For no more than one (1) work day • And must contact CIU as soon as possible the following work day to discuss the need for additional ATO

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Administrative Time Off (ATO), Continued

How to report ATO in PAL

Employees granted ATO of any type must use the appropriate ATO global alias to report their time in the Project Accounting and Leave (PAL) system. Specific ATO PAL aliases are described below:

ATO-ELECT

Employee is an Precinct Election Board Worker

ATO-GOV-EMERG

Employee works or resides in county declared a State of Emergency

ATO-OES

Employee is called to service by the Office of Emergency Services

ATO-SAFE

Employee works in an area deemed to be an environmental hazard and/or detrimental to work activity. Note: This is not the alias for workplace violence issues; see "ATO Leave OHR Must Approve" Item 2.

ATO-OHR

Constructive Intervention Unit has been consulted and has approved placing the employee off work due to sensitive and confidential personnel-related reasons

Tracking and monitoring

All ATO, regardless of the reason or PAL Alias code used to record the absence, is subject to audit by the CalHR. CIU staff receives ATO email alerts when any type of ATO is recorded in an employee's PAL timesheet. To confirm that the appropriate ATO was applied, CIU staff may contact the approving supervisor.

In cases where an employee has been placed off work by CIU on ATO-OHR, CIU will track the calendar days on ATO-OHR and provide periodic updates to the Deputy Directors describing: (1) names of employees currently out on ATO; (2) how many calendar days the employees have been out on ATO; and (3) date when justification for an extension of ATO is needed from the program in order for CIU to seek the required extension approval from CalHR.

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Administrative Time Off (ATO), Continued

Extensions and limits

CIU may authorize, at the program's request, ATO-OHR for up to 30 calendar days. CIU must notify and request approval from the CalHR for ATO extending beyond the initial 30 calendar days. ***Under no circumstances may ATO extend beyond 90 calendar days.***

If the program does not anticipate resolution of the issue prior to the conclusion of the initial 30 calendar days, program is required to:

- Contact CIU on or about the 20th calendar day of ATO-OHR
- Provide a status update and written justification for an extension
- Provide an anticipated ATO-OHR end-date
- CIU will then request extension approval from the CalHR

Contacts

For questions regarding ATO or to request ATO-OHR for an employee, please contact any member of the Constructive Intervention Unit at:

[Constructive Intervention Assignment List](#)
