

Date: December 13, 2007

Code: HR 2007-18

To: CSU Presidents

Please disregard after: June 30, 2008

From: Gail E. Brooks
Interim Vice Chancellor
Human Resources



Subject: Holiday Informal Time Off

Overview

Audience: Human Resources Directors or campus designee responsible for disseminating information regarding informal time off granted by the Governor.

Action Item: Implement Holiday Informal Time Off

Affected Employee Groups/Units: Eligible employees

Summary

In celebration of the 2007 holiday season, the Governor has authorized informal time off for the day before the Christmas holiday or the day before the New Year's Day holiday. The remainder of this policy memorandum should be reviewed by the campus designee responsible for disseminating the provisions of this policy memorandum to the campus.

Presidents are authorized to provide informal time off subject to the following:

Monthly Rate Employees: Full-time exempt and non-exempt employees may be allowed a half day informal time off with pay on the last campus working day before the Christmas holiday or the last campus working day before the New Year's holiday, if the employee is scheduled to work. (Please note this informal time off can not be used on a day the campus is closed.) Less than full-time employees should be provided informal time off on a pro-rata basis.

Employees required to work these days, or who would be scheduled to work but are on vacation, sick leave, or CTO may be granted the equivalent informal time off prior to June 30, 2008. This time shall not be considered CTO and is not compensable in cash.

Distribution:

Chancellor
Executive Vice Chancellors
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents, Student Affairs
Vice Presidents, University Advancement

Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Payroll Managers
Benefits Representatives

Hourly Employees: Hourly employees other than those in Class Codes 1150, 1151, 1868, 1870, 1871, 1872, 1874, 1875, 1876, 7171, 7172 and 7930 should be permitted informal time off based on the following table provided that the employee is scheduled to work on the campus' last work day prior to the holiday closure and is still on the active payroll on that date (has not or will not be separated with a prior effective date):

<u>HOURS SCHEDULED IN DECEMBER PAY PERIOD</u>	<u>HOURS OFF</u>
1-41	1
42-84	2
85 or more	4

Scheduling of informal time off should be managed in such a way as to minimize disruption to campus operations.

Questions may be directed to Human Resources Administration at (562) 951-4411. This HR Letter is available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GEB/lb