

**Date:** December 10, 2010

**Code:** HR 2010-18

**To:** CSU Presidents

**Disregard After:** June 30, 2011

**From:** Gail E. Brooks  
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 2010 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 cannot 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, 2011. This time shall not be considered CTO and is not compensable in cash.

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**Distribution:**

CSU Chancellor  
Executive Vice Chancellors  
Vice Chancellors  
Vice Presidents (all campus vice presidents)

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

**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 active payroll status on that date (has not or will not be separated with a prior effective date):

<b>Hours Scheduled in December Pay Period</b>	<b>Hours Off</b>
1 – 43	1
44 – 87	2
88 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 Management at (562) 951-4411. This HR Letter is available on Human Resources Management's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GEB/vk