


**Date:** December 10, 2015

**To:** CSU Presidents  
Executive Vice Chancellors  
Vice Chancellors

**From:** Lori Lamb   
Vice Chancellor  
Human Resources

**Subject:** **Governor's Informal Time Off**

Colleagues:

I am pleased to forward you information regarding the informal time off granted by the Governor. I encourage campuses to review the attached instructions.

The HR memorandum ([HR 2015-14](#)) that will be distributed to AVPs/Deans of Faculty Affairs, Campus Vice Presidents, Human Resources Officers, Payroll Managers, and Benefits Officers is attached.

Please let me know if you have any questions or concerns.

Warm regards,

Lori

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**Distribution:**

CSU Chancellor  
All Campus Vice Presidents  
Associate Vice Presidents/Deans of Faculty

Human Resources Officers  
Payroll Managers  
Benefits Officers

**Date:** December 10, 2015

**Code:** HR 2015-14

**To:** CSU Presidents  
Executive Vice Chancellors  
Vice Chancellors

**Disregard After:** June 30, 2016

**Subject:** Governor's Informal Time Off

**Summary**

In celebration of the 2015 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 Human Resources Officers or campus designee(s) responsible for disseminating the provisions of this policy memorandum to the campus.

**Audience:**

Human Resources Officers or campus designee(s) responsible for disseminating information regarding informal time off granted by the Governor

**Action Item(s):**

Implement Informal Time Off

**Affected Employee Groups/Units:**

Eligible employees

**Informal Time Off Provisions**

Informal time off is 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, 2016. This time shall not be considered CTO and is not compensable in cash.

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- **Hourly Employees**

Hourly employees other than those in Class Codes 1150, 1151, 1152, 1153, 1360, 1868, 1870, 1871, 1872, 1874, 1875, 1876, 2680, 2681, 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):

Hours Scheduled in December Pay Period	Hours Off
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>.

LL/vk