

THE CALIFORNIA STATE UNIVERSITY

Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: December 21, 1999

Code: HR 99-13

To: CSU Presidents

Please disregard after
June 30, 2000

From: Jackie R. McClain
Vice Chancellor,
Human Resources



Subject: **HOLIDAY INFORMAL TIME OFF**

In celebration of the Christmas and New Year's holiday, the Governor has authorized informal time off and Presidents are authorized to provide informal time off subject to the following:

Monthly Rate Employees:

Exempt Employees: Full-time exempt employees may be allowed a half day informal time off with pay on their last working day before the Christmas holiday or their last working day before the New Year's holiday. Less than full-time exempt employees should receive prorated equivalent time off.

Nonexempt Employees: Full-time nonexempt employees may be allowed four hours informal time off with pay on their last working day before the Christmas holiday or their last working day before the New Year's holiday. Less than full-time nonexempt employees should be provided informal time off on a prorata basis. Nonexempt employees who are on vacation, sick leave, or CTO may be granted the equivalent informal time off prior to June 30, 2000. This time shall not be considered CTO and is not compensable in cash.

Hourly Employees: Hourly employees other than those in Class Codes 1870, 1871, 1872, 1874, 1875, 1876, 7171 and 7172, 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>
1-43	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 regarding informal time off may be directed to Theresa Hines or Lisa Boyd in Human Resources at (562) 951-4411. Thank you.

JRM/lb

Distribution:

Chancellor
Executive Vice Chancellors
Vice Chancellors
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents, Information Systems

Vice Presidents/Deans of Students
Associate VP's/Deans, Faculty Affairs
Business Managers
Personnel Officers
Payroll Supervisors
Chancellor's Office Staff