

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: June 8, 2004

Code: HR 2004-17

To: CSU Presidents

**Please disregard after
December 31, 2004**

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **Governor's Proclamation – Day of Remembrance For President Reagan**

Governor Schwarzenegger has issued a Proclamation declaring Friday, June 11, 2004, as a day of remembrance for the extraordinary life of President Reagan. To support the Governor's action, Chancellor Reed authorized presidents to provide informal time off to employees scheduled to work to observe this day in an appropriate way of their choosing. Presidents are to determine the appropriate level of staffing needed to ensure the academic and operational needs of the university are met. Additionally, it is Chancellor Reed's expectation that final exams and commencements scheduled for Friday will be fully accommodated. Furthermore, as a mark of respect for former President Reagan, on Friday, presidents are asked to facilitate a moment of silence to enable employees who are working to honor the memory of President Reagan.

The Governor has authorized eight hours of informal time off on June 11, 2004. Employees are to receive informal time off subject to the following guidelines:

Monthly Rate Employees:

Full-time exempt and non-exempt employees scheduled to work on Friday, June 11, 2004, who the president has determined are not needed to meet campus academic and operational needs, will be provided a day of informal time off with pay. Less than full-time employees are to be provided informal time off on a pro-rata basis.

Employees required to work on Friday, June 11, 2004, shall be granted the equivalent informal time off prior to December 31, 2004.

Employees who are on vacation, sick leave, or compensatory time off (CTO) on June 11, 2004, should be granted the equivalent informal time off prior to December 31, 2004.

Distribution:

Chancellor	Associate Vice Presidents/Deans of Faculty Affairs
Executive Vice Chancellors	Human Resources Directors
Vice Chancellors	Benefit Representatives
Vice Presidents, Academic Affairs	Payroll Managers
Vice Presidents, Administration	SOSS Director
Vice Presidents, Students Affairs	

This informal time off shall not be considered CTO and is not compensable in cash.

In the case of employees who are not scheduled to work on June 11, 2004, please follow established campus practices on informal time off.

Hourly Employees:

Hourly employees other than those in Class Codes 1868, 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 June 11, 2004 (has not or will not be separated with a prior effective date):

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

Please note that this informal time off is granted for a respectful day of remembrance and it does not constitute a campus emergency closure.

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

JRMcC/cr