THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, CA 90802-4275
(310) 985-2669

Date: December 18, 1996
To: Presidents
From: June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: INFORMAL TIME OFF

The Governor wishes to continue his policy of granting informal time off with pay during the holidays; he has authorized four hours informal time to all full-time State employees. Consistent with the Governor’s policy, Presidents are authorized to provide informal time off subject to the following:

**Monthly Rate Employees:** Full-time monthly rate 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 monthly rate employees should be provided informal time off on a prorata basis. Employees who are on vacation, sick leave, or CTO may be granted the equivalent informal time off prior to June 30, 1997. 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).

<table>
<thead>
<tr>
<th>HOURS SCHEDULED IN DECEMBER PAY PERIOD</th>
<th>HOURS OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-39</td>
<td>1</td>
</tr>
<tr>
<td>40-99</td>
<td>2</td>
</tr>
<tr>
<td>100 or more</td>
<td>4</td>
</tr>
</tbody>
</table>

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 Human Resources at (310) 985-2669. Thank you.

JMC/dth

Distribution:
- Vice Presidents, Academic Affairs
- Business Managers
- Vice Presidents, Administration
- Personnel Officers
- Vice Presidents, Information Systems
- Payroll Supervisors
- Vice Presidents/Deans of Students
- Chancellor’s Office Staff
- Associate Vice Presidents/Deans, Faculty Affairs
Date and time: 12/17/96 09:50:20

From: Personnel Administration

Subject: Personnel Management Liaison Memo PML 96-060

State of California

MEMORANDUM

REFERENCE CODE:
PML 96-060

DATE:
December 16, 1996

TO:
Personnel Officers
Employee Relations Officers
Special Transactions Supervisors

FROM:
Department of Personnel Administration
Office of the Director

SUBJECT:
Holiday Informal Time Off

CONTACT:
Jerra Judd, Personnel Management Analyst
(916) 324-0439 or CALNET 454-0439
Office Vision: JUDD@DPA
Internet: JUDD@DPA.CA.GOV
Fax: (916) 327-1366

In celebration of the Christmas/New Year's holidays, the
Governor has authorized informal time off for all
employees based on the following:

- Full-time employees will be permitted 40 hours of
informal time off. 
- Part-time employees who work less than 1/4 time will be permitted one hour of informal time off, part-time employees who work 1/4 to 1/2 time will be permitted two hours of informal time off, and part-time employees who work more than 1/2 time will be permitted four hours of informal time off.

- Intermittent employees who work 1-39 hours during the month of December will be permitted one hour of informal time off, intermittent employees who work 40-99 hours will be permitted two hours of informal time off, and intermittent employees who work 100 hours or more will be permitted four hours of informal time off.

For most employees, the informal paid time off will be either Tuesday, December 24, or Tuesday, December 31, 1996. The time off should be granted in a manner consistent with maintaining necessary services to the public. Employees who are required to work on those days or who would otherwise be scheduled to work, but are on paid leave status, should be granted the time off prior to June 30, 1997, if administratively feasible.

To further explain the schedules for part-time and intermittent employees, please refer to the following charts:

### Part-time Employees

<table>
<thead>
<tr>
<th>Time Base</th>
<th>Hours Worked</th>
<th>Time Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/10</td>
<td>17.6</td>
<td>1</td>
</tr>
<tr>
<td>1/8</td>
<td>22.0</td>
<td>1</td>
</tr>
<tr>
<td>1/5</td>
<td>35.2</td>
<td>1</td>
</tr>
<tr>
<td>1/4</td>
<td>44.0</td>
<td>2</td>
</tr>
<tr>
<td>3/10</td>
<td>53.8</td>
<td>2</td>
</tr>
<tr>
<td>3/8</td>
<td>66.0</td>
<td>3</td>
</tr>
<tr>
<td>3/6</td>
<td>70.4</td>
<td>3</td>
</tr>
<tr>
<td>2/5</td>
<td>80.0</td>
<td>2</td>
</tr>
<tr>
<td>1/2</td>
<td>105.6</td>
<td>4</td>
</tr>
<tr>
<td>3/5</td>
<td>110.0</td>
<td>4</td>
</tr>
<tr>
<td>3/4</td>
<td>123.2</td>
<td>4</td>
</tr>
<tr>
<td>3/3</td>
<td>132.0</td>
<td>4</td>
</tr>
<tr>
<td>3/2</td>
<td>140.0</td>
<td>4</td>
</tr>
<tr>
<td>3/1</td>
<td>154.0</td>
<td>4</td>
</tr>
</tbody>
</table>

### Intermittent Employees

<table>
<thead>
<tr>
<th>Hours Worked</th>
<th>Time Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-39</td>
<td>1</td>
</tr>
<tr>
<td>40-99</td>
<td>2</td>
</tr>
<tr>
<td>100 or more</td>
<td>4</td>
</tr>
</tbody>
</table>
Note: The informal time off is to be reported on the Absence Report for employees covered under the FLSA and posting of the informal time off is not required for employees exempt from the FLSA.

If you have any questions regarding holiday informal time off, please have your personnel office staff contact your designated departmental Personnel Services Specialist within the Classification and Compensation Division at the Department of Personnel Administration at (314) 334-0439, CALNET 454-0439. I hope you all have a joyous holiday season and look forward to working with you next year.

David J. Tirapelle
Director
OFFICE OF THE STATE CONTROLLER
Personnel/Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878

FACSIMILE TRANSMITTAL SHEET

FROM:
Michele Legend

PHONE: 324-7264
FAX # (916) 324-7265
CALNET # 454-7265

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NAME: Theresa Hines

DEPARTMENT/COMPANY NAME: Chancellor

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