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
Date: December 10, 2015
Code: HR 2015-14
Disregard After: June 30, 2016

To: CSU Presidents
   Executive Vice Chancellors
   Vice Chancellors

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.
**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):

<table>
<thead>
<tr>
<th>Hours Scheduled in December Pay Period</th>
<th>Hours Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 43</td>
<td>1</td>
</tr>
<tr>
<td>44 – 87</td>
<td>2</td>
</tr>
<tr>
<td>88 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 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](http://www.calstate.edu/HRAdm/memos.shtml).

LL/vk