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

Date: December 15, 2006 **Code: HR 2006-23**

To: CSU Presidents Please disregard after **June 30, 2007**

From: Jackie R. McClain
Vice Chancellor
Human Resources

Subject: **Holiday Informal Time Off**

In celebration of the holiday season, the Governor has authorized informal time off. Presidents are authorized to provide informal time off 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 can not 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, 2007. 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, 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 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):

HOURS SCHEDULED IN DECEMBER PAY PERIOD	HOURS OFF
1-41	1
42-84	2
85 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 Administration at (562) 951-4411. This HR Letter is available on Human Resources Administration's web page at: http://www.calstate.edu/HRAdm/memos.shtml.

JRMcC/lb

Distribution:

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