

California Department of Fish and Wildlife
 Human Resources Branch
Human Resources Memorandum

SUBJECT: 2015 Holiday Informal Time Off	NUMBER: HR 15- 038
	DATE ISSUED: 12/11/2015
DISTRIBUTION: All CDFW Employees	EXPIRES: N/A

In celebration of the holiday season and following historic tradition, the Governor has authorized informal time off (ITO) for all employees based on the following schedule. ITO is based on the employee’s time base and is not prorated as indicated in the chart below:

Full-time employees		4 hours
Part-time employees	Less than ¼ time	1 hour
	¼ to ½ time	2 hours
	Greater than ½ time	4 hours
Intermittent employees	1-43 hours worked	1 hour
	44-87 hours worked	2 hours
	88 or more hours worked	4 hours

For most employees, the paid ITO this year will be either the day before December 25th, or the day before January 1st. The time off should be granted in a manner consistent with maintaining necessary services to the public. Employees required or scheduled to work these days, and on paid leave, should be granted the time off prior to June 30, 2016, if administratively feasible.

ITO Provisions

1. All employees who are required or scheduled to work and on paid leave, are eligible for ITO. This includes temporary hires such as seasonal employees and retired annuitants.

Note: Retired Annuitants are eligible for ITO if they have worked in December and are scheduled during the holiday season. The scheduled time does not need to be December 24th or 31st. Use the chart above for intermittent employees to determine the amount of ITO a retired annuitant will receive. The ITO must be used or paid in the December 2015 pay period.
2. Employees may use ITO or effective December 10, 2015, and must report it on their timesheet.
3. FLSA-exempt employees (WWG E/SE) may either combine their ITO with paid leave to equal a full day off, or they may use their ITO to leave early after working a

partial day.

Examples:

- A WWG E/SE employee takes a full day off. The employee's timesheet should reflect 4 hours leave credits (i.e. vacation, annual leave) used and 4 hours ITO used to equal a full day.
 - A WWG E/SE employee works 4 hours and leaves 4 hours early. The employee's timesheet should reflect the use of 4 hours ITO.
4. ITO is not lost when employees transfer between state agencies; employees retain their ITO balances until the hours are actually used or paid.
 5. ITO is not available for cash-out upon separation; supervisors should allow employees to use their ITO prior to separation.
 6. ITO does not count as hours worked for overtime purposes.
 7. For Intermittent employees the ITO is based on hours worked in the month of December 2015 and employees are given a prorated amount based on the chart above.

Note: Intermittent employees are eligible for ITO if they have worked in December 2015 and are scheduled during the holiday season. The scheduled time does not need to be December 24th or 31st. The chart above for intermittent employees determines their amount of ITO entitlement. The ITO must be used or paid in the December 2015 pay period

8. ITO is based on the employee's time base and is not prorated. See chart above.

Should you have questions regarding the above, please contact your assigned Personnel Specialist.