

## Human Resources Memorandum

<b>SUBJECT:</b>  <b>Administrative Time Off - During State of Emergency for Oroville Auxiliary Spillway Evacuation</b>	<b>NUMBER:</b>  <b>HRB 17-007</b>
	<b>DATE ISSUED:</b> <b>February 15, 2017</b>
<b>DISTRIBUTION:</b> <b>Managers, Supervisors and Personnel Analysts</b>	<b>EXPIRES:</b> <b>N/A</b>

Governor Edmund G. Brown Jr. declared a state of emergency on February 12, 2017 to bolster the state's response to the situation at the Oroville Dam's auxiliary spillway and support subsequent local evacuations.

California Code of Regulations (CCR) 599.785.5 allows for up to five (5) days of Administrative Time Off (ATO) during a Governor declared state of emergency for those employees that meet the provisions of the rule.

For those areas that have not been declared a state of emergency, to the extent it is operationally feasible, appointing powers should grant employees' requests to use their leave credits due to the current effects of the Oroville Dam spill evacuation.

The CCR § 599.785.5 allows for ATO during a state of emergency as outlined below.

(a) Employees may be granted a paid leave of absence of up to five days by their appointing power when the employee works or resides in a county where a state of emergency has been proclaimed by the Governor and the appointing power determines that at least one of the following conditions exist:

- 1) The employee's normal place of business is closed temporarily, during the employee's normal work shift, due to the effects of the emergency.
- 2) The emergency effectively precludes the employee's ability to find reasonable routes of transportation from the employee's normal residence to the work place
- 3) The emergency presents an immediate and grave peril to the employee's own safety, that of an employee's immediate family member, or the employee's principal residence.
- 4) The employee is actively involved in a formal, organized effort to protect the health and safety of the general public; such as, the employee is a member of the auxiliary fire or police department or the employee is asked by local authorities to assist with sandbagging efforts.
- 5) The employee needs to take time off to apply for disaster assistance from the Federal Emergency Management Agency (FEMA) because the employee is unable to apply for assistance before or after the employee's normal work shift.

(b) An employee may be granted a paid leave of absence up to five days by the employee's appointing power regardless of the location of the disaster when the employee is preregistered with a State agency carrying out its responsibilities under the Governor's Emergency Order. The employees providing volunteer service are required to notify their appointing power of their affiliation with the volunteer services and to establish prior arrangements regarding the notification of the appointing power in the event the employee is asked to participate in the

State disaster response. The appointing power shall release the employee to provide volunteer service when an emergency occurs unless there is a critical departmental operating reason to prevent such a release.

(c) No paid leave of absence shall exceed five working days without the prior approval of the appointing power and the prior approval of the Department of Human Resources. The Department of Human Resources shall grant approval of a paid leave of absence in excess of five working days based on its finding that one of the criteria above continues to be met.

(d) State employees called into service as specified in Government Code 19844.5 are excluded from the above standards.

In addition to the ATO, the Department of Fish and Wildlife has also authorized employees who live in State-Owned Housing and were ordered to evacuate their premises to receive emergency housing.

Please email Carolyn Rendon at [Carolyn.Rendon@wildlife.ca.gov](mailto:Carolyn.Rendon@wildlife.ca.gov) with the names of the employees who are authorized to receive emergency housing, were placed on ATO and the amount of time requested for ATO.

#### Response Expenditure Tracking

The Department may have the ability to apply for funding from the federal government or other entities to recover some of its costs responding to this incident. In order to track these expenditures, the Department has established PCA 21580 for use by all staff engaged in response activities. This PCA should be used along with your regular index to charge time spent and other expenditures made in response to this incident.

For questions related to this memo, please contact Carolyn Rendon at [Carolyn.Rendon@wildlife.ca.gov](mailto:Carolyn.Rendon@wildlife.ca.gov) or (916) 653-9716.