

Human Resources Branch Memorandum

SUBJECT: 2018 Holiday Informal Time Off	NUMBER: HRB 18-025
	DATE ISSUED: 12/14/2018
DISTRIBUTION: All CDFW Employees	EXPIRES: Until Superseded

Action Required
 Informational Only
 Control Agency Directive

Purpose

In celebration of the 2018 holiday season and following historic tradition, the Governor has authorized Informal Time Off (ITO) for all employees based on the schedule below.

Authority

- [Government Code section 19991.10](#)
- [California Department of Human Resources Manual Section 2111](#)

ITO Schedule

The following schedule provides information on ITO eligibility for all employees based on their time base:

Employee Type	Time Base	ITO Eligibility
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 business day before December 25 or January 1. The time off should be granted in a manner consistent with maintaining necessary services to the public. Employees required to work these days, or who would be scheduled to work but are on paid leave, should be granted the time off prior to June 30, 2019, if administratively feasible.

ITO Provisions

1. All employees who are scheduled to work 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. Use the chart for intermittent employees to determine the amount of ITO a retired annuitant will receive. The ITO must be used and paid in the December 2018 pay period.

2. For intermittent employees, the ITO is based on hours worked in the month of December 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 and are scheduled during the holiday season. Use the chart for intermittent employees to determine the amount of ITO an intermittent employee will receive. The ITO must be used and paid in the December 2018 pay period.

3. ITO is based on the employee's time base and is not prorated. Refer to chart above.
4. Employees using ITO must report it on their absence report forms.
5. 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 the full day off. The employee's timesheet should reflect 4 hours leave credits (e.g., 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.
6. ITO is not lost when employees transfer between agencies; employees retain their ITO balances until the hours are actually used.
 7. ITO is not available for cash-out upon separation; agencies should allow employees to use their ITO prior to separation.
 8. ITO does not count as hours worked for overtime purposes.
 9. ITO is available as of the date authorized by the Governor.

Contacts:

If you have any further questions, please contact your assigned Personnel Specialist.