

Human Resources Branch Memorandum

SUBJECT: Holiday Informal Time Off	NUMBER: HRB 21-026
	DATE ISSUED: December 15, 2021
DISTRIBUTION: CDFW All Staff	EXPIRES: Until Superseded

Action Required
 Informational Only
 Control Agency Directive

Purpose

In celebration of the 2021 holiday season and following tradition, the Governor has authorized Informal Time Off (ITO) for employees based on their time base as indicated below.

Employee Time Base Type	Time Base	ITO Eligibility
Full-time employees	Full-time	4 hours
Part-time employees	Less than ¼ time ¼ to ½ time Greater than ½ time	1 hour 2 hours 4 hours
Intermittent employees (must use time in December 2021)	1 – 43 hours worked 44 – 87 hours worked 88 or more hours worked	1 hour 2 hours 4 hours

For most employees, the paid ITO this year will be either the business day before December 25th or January 1st. 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, 2022, if administratively feasible.

Informal Time Off Provisions

1. All employees (excluding retired annuitants), who are scheduled to work are eligible for ITO. This includes temporary hires such as seasonal employees.
Note: In compliance with the Public Employees' Pension Reform Act, retired annuitants are not eligible for ITO even if they have worked in December and are scheduled during the holiday season.

2. Intermittent employees are eligible for ITO if they have worked in December and are scheduled to work during the holiday season. Use the chart above to determine the amount of ITO an employee will receive. **The ITO must be used and paid in the December 2021 pay period.**

3. Employees using ITO must report it on their timesheet as leave code HI.

4. Fair Labor Standards Act-exempt employees [workweek group (WWG) E/SE] may either combine the ITO with paid leave to equal a full day off, or they may use the 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 four hours of leave credits (e.g., vacation, annual leave) used and four hours of ITO used to equal a full day.
 - A WWG E/SE employee works four hours and leaves four hours early. The employee's timesheet should reflect the use of four hours ITO.
5. ITO is not lost when employees transfer between agencies. Employees retain their ITO balances until the hours are used.
 6. ITO is not available for cash-out upon separation. Programs should allow employees to use their ITO prior to separation.
 7. ITO does not count as hours worked for overtime purposes.
 8. ITO is available as of the date authorized by the Governor.

Authority

[California Department of Human Resources \(CalHR\) Manual section 2111](#)

Contact

If you have any questions, please submit a ticket via [Ask HR](#).