

## Human Resources Branch Memorandum

<b>SUBJECT:</b>  <b>Administrative Time Off – Declared State of Emergency and Employee Assistance Program Resources</b>	<b>NUMBER:</b> <b>HRB 22-038</b>
	<b>DATE ISSUED:</b> <b>December 22, 2022</b>
<b>DISTRIBUTION:</b>  <b>All CDFW Employees</b>	<b>EXPIRES:</b>  <b>Until Superseded</b>

Action Required

Informational Only

Control Agency Directive

### Purpose

The purpose of this memorandum is to provide California Department of Fish and Wildlife employees with information regarding Administrative Time Off (ATO) related to a Governor declared state of emergency and Employee Assistance Program (EAP) resources for employees who may be directly or indirectly affected by the recent earthquakes.

**All ATO must be approved by the Human Resources Branch (HRB).** Refer to the *Declared State of Emergency – ATO Request Process* section on page 2 for details on how to request ATO approval.

### Authority

- [California Department of Human Resources \(CalHR\) HR Manual section 2121 – Administrative Time Off](#)
- [California Code of Regulations \(CCR\) section 599.785.5](#)
- [Government Code \(GC\) section 19844.5](#)

### ATO During a State of Emergency

[CCR section 599.785.5](#) allows for up to five days of ATO during a Governor declared state of emergency for employees who meet the provisions outlined below:

- Employees may be granted a paid leave of absence of up to five days when the employee works or resides in a county where a state of emergency has been proclaimed by the Governor and at least one of the following conditions exist:
  - The employee's normal place of business is closed temporarily, during the employee's normal work shift, due to the effects of the emergency.
  - The emergency effectively precludes the employee's ability to find reasonable routes of transportation from the employee's normal residence to the workplace.

- 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.
  - 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.
  - 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.
- An employee may be granted a paid leave of absence up to five days regardless of the location of the disaster when the employee is preregistered with, and providing volunteer services to, a state agency carrying out its responsibilities under the Governor's Executive Order D-25-83. Employees providing volunteer services are required to notify their manager/supervisor of their affiliation with the volunteer services and to establish prior arrangements regarding the notification to the manager/supervisor in the event the employee is asked to participate in the state disaster response. With HRB approval, the employee will be released to provide volunteer services when an emergency occurs unless there is a critical departmental operating reason to prevent such a release.
  - State employees called into service as specified in [GC section 19844.5](#) are excluded from the above standards.

When the conditions of ATO are not met, and to the extent it is operationally feasible, managers/supervisors should grant employees' requests to use their leave credits due to the wildfires.

#### Declared State of Emergency – ATO Request Process

**ATO can only be approved by HRB.** The following outlines the process for requesting ATO for a declared state of emergency:

1. Employee shall request ATO from their manager/supervisor.
2. Manager/supervisor must submit an ATO request to [HRB-ATO@Wildlife.ca.gov](mailto:HRB-ATO@Wildlife.ca.gov) with the following employee information:
  - Full name
  - Position number
  - Requested ATO date(s), hours, and time(s) (e.g., 7/26/2022 – 4 hours; 1-5pm)
  - Reason for ATO (e.g., employee is under an evacuation from their principal residence)
  - Address and county of the principal residence/office location, if applicable
3. HRB will respond with ATO approval/denial within one business day.
4. Employee records time off as "AT" on the timesheet, notates "State of Emergency" in the Comments section of the timesheet, and attaches a copy of HRB's approval email to the timesheet. Timesheets not meeting this criterion will be rejected pending corrections.

## **Employee Assistance Program Information**

Natural disaster events can cause a range of intense physical, emotional, and psychological symptoms.

EAP's free 24-hour crisis line is available for individuals who may be impacted by the earthquake. State of California employees and dependents, eligible for EAP services, needing support may call the EAP toll free number (866) 327-4762 or visit the [EAP website](#) to access individual, and family resources.

EAP offers resources on their [Traumatic Events](#) page. In addition, EAP resources include, but not limited to:

- [Clinical support services](#)
- [BetterHelp Virtual therapy benefits](#)
- [Digital Self-Care program services](#)

For more information on earthquake preparedness, please click [here](#).

## **Contact**

If you have any questions or need additional information, please send an email to HRB at [HRB-ATO@Wildlife.ca.gov](mailto:HRB-ATO@Wildlife.ca.gov).