

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>2022 Holiday Informal Time Off</b>	<b>NUMBER:</b> <b>HRB 22-031</b>
<b>DISTRIBUTION:</b> <b>All CDFW Employees</b>	<b>DATE ISSUED:</b> <b>November 30, 2022</b>
	<b>EXPIRES:</b> <b>Until Superseded</b>

Action Required
  Informational Only
  Control Agency Directive

### Purpose

The purpose of this memorandum is to notify employees that in celebration of the 2022 holiday season and following historic tradition, the Governor has authorized Informal Time Off (ITO) for all eligible employees as outlined below.

### Authority

[California Department of Human Resources \(CalHR\) Holiday ITO Policy](#)

### Eligibility

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	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 2022)	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 used either the business day before December 25<sup>th</sup> or January 1<sup>st</sup>. 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, 2023, if administratively feasible.

### ITO Provisions

- 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 work in the month of 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 2022 pay period.**
3. All employees using ITO must report it on their timesheet using leave code HI.
4. Fair Labor Standards Act (FLSA)-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 used (e.g., vacation, annual leave) 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.

**Note:** WWG E/SE employees may receive a warning message when submitting a timesheet in Tempo with less than a full workday of leave indicated. If using ITO for a partial day off, add comments to indicate the number of hours worked. The hours worked plus the ITO hours must equal the total number of scheduled hours in the workday. WWG E/SE timesheets using ITO for a partial day off, can be submitted regardless of the warning message.

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. Managers/supervisors 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.

## Contact

If you have any questions or need additional information, please submit an inquiry through the [Ask HR](#) portal.