

HUMAN RESOURCES MEMORANDUM 23-001A		DATE ISSUED: 01/08/2023
SUBJECT: ADMINISTRATIVE TIME OFF (ATO) – POWER OUTAGES AND STATE OF EMERGENCY DUE TO SEVERE WEATHER (AMENDED)		REFERENCE: CCR 599.785.5 HR Manual 2121
TO: All Department of General Services (DGS) Employees		SUPERCEDES: HR Memo 23-001

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL EMPLOYEES

Purpose and Updates

The purpose of this memorandum is to provide employees with updated information regarding severe weather guidance and Administrative Time Off (ATO) for power outages and a [State of Emergency](#) related to severe weather through January 12, 2023. HR Memo 23-001, released on January 4, 2023, is being amended with the following updates:

- Change in the end date of the severe weather from January 5 to January 12
- Telework and releasing employees due to power outage in a state building
- Addition of ATO guidance for the State of Emergency

Telework

DGS leadership encourages telework as appropriate during the severe weather period for the safety of state employees while maintaining the continuity of operations. Employees should follow the standard process to request to telework from their supervisor.

If an employee scheduled to telework is unable to perform work remotely because of power outages, etc., they should report to their assigned worksite or request to use leave credits, unless the employee meets the criteria for ATO for declared State of Emergency outlined below. Any employee who is teleworking and experiences power outages or an evacuation order will be provided ATO until power is restored.

If power goes out in a state office, employees who can telework should do so, and those who cannot telework should be provided ATO until power is restored. For employees who cannot telework, a reasonable amount of time should pass with no electricity prior to sending them home, and it should be established that power will not be restored for an extended period of time. Prior to releasing employees due to power outage in state building, the office's Deputy Director must consult with the Office of Human Resources.

ATO for Governor Declared State of Emergency

Governor Newsom declared a State of Emergency due to severe weather on January 4, 2023. California Code of Regulations (CCR) 599.785.5 allows for up to five (5) days of ATO during a Governor declared State of Emergency for those employees that meet

the provisions of the rule. The [CCR § 599.785.5](#) allows for ATO during the 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 exists:

- (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 workplace.
- (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.

Process to Request ATO

The responsibilities of the employee, supervisor, Program Administration Manager, and Office of Human Resources (OHR) to request ATO are outlined below:

Employee Responsibilities

- Employees should notify their supervisors immediately if the employee is impacted by power outages related to severe weather.
- Employees and supervisors should discuss if telework is an option and review the ATO criteria outlined in CCR Section 599.785.5 and the CalHR Manual [Section 2121 - Administrative Time Off \(ATO\)](#).

Supervisor Responsibilities

- When a supervisor has confirmed an employee meets the ATO criteria outlined above, an immediate request should be submitted to the Program's Administration Manager (i.e., Employee Resource Liaison (ERL) Manager). The following information must be included:
 - Employee name
 - Division and Office
 - Classification

- City (both worksite and residence)
- Which criteria the employee qualifies for
- Anticipated number of ATO days/hours

Program Administration Manager Responsibilities

- Upon receiving a request for ATO from a supervisor, submits the request immediately to DGS OHR at dgshumanresources@dgs.ca.gov.
- Coordinates approval, denial, and pending ATO requests with OHR.
- Provides employee and supervisor with the Project Accounting and Leave (PAL) ATO alias to notate ATO usage in employee's timesheet.
- Monitors ATO to ensure it does not extend beyond the approved number of days/hours.
- Requests extensions from OHR when applicable.
- Maintains documentation for audit purposes.

OHR Responsibilities

- Reviews each request to ensure the request meets all outlined criteria, and, when applicable, seeks approval from CalHR.
- Provides Program Administration Manager with the PAL ATO alias to ensure usage is tracked in the employee's timesheet.

Questions

For additional information about ATO, reference the California Department of Human Resources (CalHR) Manual [Section 2121 - Administrative Time Off \(ATO\)](#). For questions or to request ATO for power outages related to severe weather, please contact the Office of Human Resources at dgshumanresources@dgs.ca.gov.