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| HUMAN RESOURCES MEMORANDUM 23-001 | | DATE ISSUED: 01/04/2023 |
| SUBJECT: ADMINISTRATIVE TIME OFF (ATO) – POWER OUTAGES DUE TO SEVERE WEATHER | | REFERENCE: CCR 599.785.5 HR Manual 2121 |
| TO: All Department of General Services (DGS) Employees | | SUPERCEDES: None |

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL EMPLOYEES

Purpose

The purpose of this memorandum is to provide employees with information regarding severe weather guidance and Administrative Time Off (ATO) for power outages related to severe weather through January 5, 2023.

Severe Weather Guidance

Severe weather is expected through January 5, 2023. It is advised to limit non-essential travel and prepare for electrical outages and flooding due to heavy wind and rain. It is also advised to stay clear of downed trees and powerlines and secure loose outdoor objects. The National Weather Service advises being prepared for long-duration power outages due to damaging winds, including charging phones and other necessary electronics.

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.

ATO for Power Outages

Any employee who is teleworking and experiences power outages 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.

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.