

<b>HUMAN RESOURCES MEMORANDUM 23-018</b>		DATE ISSUED: 12/19/2023
SUBJECT: <b>2023 HOLIDAY INFORMAL TIME OFF (ITO)</b>		REFERENCE: <a href="#">CalHR HR Manual 2111</a>
TO: All DGS Employees		SUPERCEDES: <a href="#">HR Memo 22-023</a>

**PLEASE ENSURE THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

**Purpose**

The purpose of this memorandum is to provide information on holiday informal time off (ITO) authorized by the Governor.

**ITO Eligibility**

In celebration of the 2023 holiday season and following historic tradition, the Governor has authorized ITO. 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	--	4 hours
Part-time employees	Less than ¼ time	1 hour
	¼ to ½ time	2 hours
	Greater than ½ time	4 hours
Intermittent employees	1-43 hours worked	1 hour
	44-87 hours worked	2 hours
	88 or more hours worked	4 hours

**Applicability**

For most employees, the paid ITO this year will be either the business days before December 25 or January 1. 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, 2024, if administratively feasible.

## ITO Provisions

1. All employees (excluding Retired Annuitants), who are scheduled to work in the month of December 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. For intermittent employees, the ITO is based on hours worked in the month of December and employees are given a prorated amount based on the chart above.

Note: Intermittent employees are eligible for ITO if they have worked in December and are scheduled during the holiday season. Refer to the chart for intermittent employees to determine the amount of ITO an intermittent employee will receive. The ITO must be used and paid in the December 2023 pay period.

3. ITO is based on the employee's time base and is not prorated. Refer to the chart above.
4. Employees using ITO must report it on their absence report forms.
5. Fair Labor Standards Act (FLSA)-exempt employees (WWG E/SE) may either combine their ITO with paid leave to equal a full day off, or they may use their 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 4 hours leave credits (e.g., vacation, annual leave) used and 4 hours ITO used to equal a full day.
  - A WWG E/SE employee works 4 hours and leaves 4 hours early. The employee's timesheet should reflect the use of 4 hours ITO.
6. ITO is not lost when employees transfer between agencies. Employees retain their ITO balances until the hours are actually used.
  7. ITO is not compensable upon separation and should be used prior to separation.
  8. ITO can be used prior to Personal Leave Program (PLP) or furlough hours.
  9. ITO does not count as hours worked for overtime purposes.
  10. ITO is available to use as of December 5, 2023, which is the date authorized by the Governor.

## Questions

For questions related to this memorandum, please contact your designated Attendance Clerk.

**ESTELA GONZALES**, Chief  
Office of Human Resources