

<b>HUMAN RESOURCES MEMORANDUM 10-015</b>	DATE ISSUED: 08/17/2010
SUBJECT: <b>Wildfires in Kern County</b>	REFERENCE: None
TO: Executive Team, Personnel Liaisons and Attendance Clerks	SUPERCEDES: None

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

**Purpose**

The purpose of this Human Resources (HR) Memorandum is to notify affected employees of the Governor's authorization to utilize ATO. DPA Rule 599.785.5 delegates authority to departments to authorize up to five days of ATO during a Governor-declared state of emergency for those employees that meet the provisions of this rule.

**Effective**

Governor Schwarzenegger has declared a state of emergency August 4<sup>th</sup>, in Kern County as a result of the wildfires beginning on July 26, 2010. The Governor has authorized paid administrative time off for State employees who work in the affected areas of Kern County.

**Contact**

For questions regarding this memorandum, please contact your assigned Personnel Specialist.

/S/

Gloria Martinez, Acting Payroll Officer  
Office of Human Resources

GM: kts