

<b>HUMAN RESOURCES MEMORANDUM 10-032</b>	DATE ISSUED: 12/24/2010
SUBJECT: <b>State of Emergency Related to Rainstorms</b>	REFERENCE: None
TO: All DGS Employees	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 that Governor Arnold Schwarzenegger proclaimed a state of emergency on December 21, 2010 for the following counties: Orange, December 18, 2010; Kern, December 19, 2010; Tulare, December 20, 2010; and, Riverside and San Luis Obispo, December 21, 2010 due to a series of rainstorms.

**ATO During State of Emergency**

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 the rule.

On April 1, 2005, DPA delegated to departments the authority to extend paid ATO beyond the five working days and not to exceed 30 calendar days. Requests for ATO in excess of 30 calendar days must be approved in advance by DPA.

Departments are reminded that DPA Rule 599.785.5(b) provides for up to five days of ATO when an employee is preregistered with, and providing volunteer service to, a State agency carrying out its responsibilities. The appointing power shall release the employee to provide volunteer service when an emergency occurs unless there is a critical departmental operating reason to prevent such release.

For those areas that have not been declared a state of emergency, to the extent it is operationally feasible, appointing powers should grant employees' requests to use their leave credits due to the current series of rainstorms.

**Questions**

If you have any questions regarding this memorandum, please contact your assigned Personnel Specialist.

GLORIA MARTINEZ, Acting Personnel Officer  
Personnel Operations Section  
Office of Human Resources

GM:kd