

**Date:** December 13, 2019

**Code:** TECHNICAL LETTER  
HR/Salary 2019-20

**Disregard After:** June 30, 2020

**To:** Associate Vice Presidents, Human Resources  
Payroll Managers

**From:** Tammy Kenber   
Associate Vice Chancellor  
Human Resources

**Subject:** **Governor's Informal Time Off/CSU Holiday Closure**

In celebration of the 2019 holiday season, the Governor has authorized up to four hours of informal time off for state employees. Informal time off will be either the work day before December 25 or January 1. Chancellor White has granted additional informal time off for Chancellor's Office employees so that the Chancellor's Office may close for the entire day.

The Chancellor has also granted authority to the presidents to allow additional informal time off to supplement the Governor's informal time off (e.g. December 24<sup>th</sup>, December 31<sup>st</sup>) at their respective campuses. Campuses may be closed for the entire day (with the exception of essential personnel) if presidents authorize additional time off on the same day that the Governor's informal time off is observed.

Employees required to work for all or part of the day may be granted the equivalent informal time off, to be used prior to June 30, 2020. This informal time off may not be considered as CTO and is not compensable in cash. For the purposes of absence management, this will be treated as a normal work day, so vacation, sick, or CTO balances need not be charged for the day the campus is closed.

Please note that granting of informal time off by the Governor or time off by a president does not create a precedent, and there is no guarantee that this will be done in the future.

**Governor's Informal Time Off Provisions**

The Governor's informal time off is subject to the following:

- **Monthly Rate Employees**

Full-time exempt and non-exempt employees may be allowed a four-hour informal time off with pay on the last campus working day before the Christmas holiday or the last campus working day before the New Year's holiday, if the employee is scheduled to work. (Please note this informal time off cannot be used on a day the campus is closed). Less than full-time employees should be provided informal time off on a pro-rata basis.

- **Hourly Employees**

Hourly employees other than those in Class Codes 1150, 1151, 1152, 1153, 1360, 1868, 1870, 1871, 1872, 1874, 1875, 1876, 2680, 2681, 7171, 7172 and 7930 should be permitted informal time off based on the following table provided that the employee is scheduled to work on the campus' last work day prior to the holiday closure and is still on active payroll status on that date (has not or will not be separated with a prior effective date):

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**Distribution:**

AVPs of Human Resources  
Payroll Managers

Hours Scheduled in December Pay Period	Hours Off
1 – 43	1
44 – 87	2
88 or more	4

Employees required to work these days, or who would be scheduled to work but are on vacation, sick leave, or CTO, may be granted the equivalent informal time off prior to June 30, 2020. This time may not be considered CTO and is not compensable in cash.

Please note, employees on alternate or compressed work schedules whose non-workday (i.e., regularly scheduled day off) falls on the date the campus will observe the Governor’s informal time off and additional time off authorized by the campus president, shall be granted the equivalent informal time off to be used prior to June 30, 2020. This informal time off shall not be considered as CTO and is not compensable in cash.

Scheduling of informal time off should be managed in such a way as to minimize disruption to campus operations.

Questions may be directed to Human Resources Management at (562) 951-4411. This HR Letter is available on Human Resources Management’s web page at: <https://cyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>.

TK/vk/mh