MEMORANDUM

DATE: December 11, 2015
TO: All Campus Personnel
FROM: Horace Mitchell
President
CC: Cabinet
SUBJECT: Holiday Closure on December 24th

Governor Brown has granted state employees four hours of holiday informal time off in celebration of the holiday season. Please see the attached memoranda regarding the holiday informal time off granted. This time shall not be considered compensatory time off (CTO) and is not compensable in cash. In addition, campus presidents have the authority to grant administrative leave pursuant to Title 5, Section 42729.

I am pleased to grant an additional four hours of administrative leave so that the CSUB campus can close for the entire day on December 24, 2015 (with the exception of essential personnel).

Please note, however, that the half-day administrative leave is not eligible to be used any day other than the day it is granted. This means that there will be no carryover of informal time and no employee will be required to use his or her own accrued leave for December 24th, if working. Employees required to work or who would be scheduled to work but are on vacation, sick leave, or CTO, may be granted the equivalent 4 hours informal time off granted by the Governor prior to June 30, 2016.

Should you have any questions, please contact Kellie Garcia in Human Resources at kgarcia@csub.edu or (661) 654-2266.

This time off is also granted to all Foundation and Auxiliary employees.

Enjoy your holiday break: December 24th – January 1st. The campus will reopen on January 4th.

The President’s Cabinet joins me in wishing you and your family a wonderful Holiday Season and a Happy New Year!

Attachments
  Memorandum (Holiday Informal Time Off) – Stateside
  Memorandum (Holiday Informal Time Off) – Foundation
  Memorandum (Holiday Informal Time Off) – Auxiliary
The University has just received notice from the Chancellor’s Office that the Governor wishes to continue his policy of granting four hours Holiday Informal Time off with pay during the holidays. President Mitchell has authorized Holiday Informal Time off subject to the following:

1. **Monthly Rate Employees**

   Full-time exempt and non-exempt employees may be allowed a half day Holiday 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 Holiday Informal Time off cannot be used on a day the campus is closed.) Less than full-time employees should be provided Holiday Informal Time off on a pro-rata basis. Employees required to work this day may be granted the equivalent Holiday Informal Time off prior to June 30, 2016. **For CSUB employees it is expected that those working on December 24th will utilize the four (4) hours provided beginning at 12:00 noon. This will lead to the campus being closed.**

   This time shall not be considered CTO and is not compensable in cash.

2. **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 Holiday 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 the active payroll on that date (has not or will not be separated with a prior effective date):

<table>
<thead>
<tr>
<th>Hours Scheduled in December Pay Period</th>
<th>Hours Off</th>
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<tbody>
<tr>
<td>1 – 43</td>
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<td>88 or more</td>
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   Scheduling of Holiday Informal Time off should be managed in such a way as to minimize disruption to campus operations.

   **BEST WISHES FOR A HAPPY HOLIDAY SEASON!**
MEMORANDUM

DATE: December 10, 2015

TO: All CSUB Foundation Employees

FROM: Kellie Garcia, Associate Vice President
       Human Resources & Administrative Services

SUBJECT: Holiday Informal Time Off

The Foundation is pleased to grant four hours Holiday Informal Time off with pay during the holidays to Foundation employees. The authorized Holiday Informal Time off is subject to the following:

1. **Monthly Rate Employees**

   Full-time exempt and non-exempt employees may be allowed four hours Holiday Informal Time off with pay on the last working day before the Christmas holiday OR the last working day before the New Year’s holiday. Less than full-time monthly rate employees should be provided Holiday Informal Time off on a pro-rata basis. Employees required to work this day may be granted the equivalent Holiday Informal Time off prior to June 30, 2016. This time is not compensable in cash. **For CSUB Foundation employees it is expected that those working on December 24th will utilize the four (4) hours provided beginning at 12:00 noon. This will lead to the campus being closed.**

2. **Hourly Employees**

   Hourly employees should be permitted Holiday Informal Time off based on the following table provided that the employee is scheduled to work on or after December 24, 2015 and is still on the active payroll (has not or will not be separated with an effective date prior to December 24, 2015).

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**BEST WISHES FOR A HAPPY HOLIDAY SEASON!**
MEMORANDUM

DATE: December 10, 2015
TO: All CSUB Auxiliary Employees
FROM: Kellie Garcia, Associate Vice President
       Human Resources & Administrative Services
SUBJECT: Holiday Informal Time Off

The Auxiliary is pleased to grant four hours Holiday Informal Time off with pay during the holidays to Auxiliary employees. The authorized Holiday Informal Time off is subject to the following:

1. Monthly Rate Employees

   Full-time exempt and non-exempt employees may be allowed four hours Holiday Informal Time off with pay on the last working day before the Christmas holiday OR the last working day before the New Year’s holiday. Less than full-time monthly rate employees should be provided Holiday Informal Time off on a pro-rata basis. Employees required to work this day may be granted the equivalent Holiday Informal Time off prior to June 30, 2016. This time is not compensable in cash. For CSUB Auxiliary employees it is expected that those working on December 24th will utilize the four (4) hours provided beginning at 12:00 noon. This will lead to the campus being closed.

2. Hourly Employees

   Hourly employees should be permitted Holiday Informal Time off based on the following table provided that the employee is scheduled to work on or after December 24, 2015 and is still on the active payroll (has not or will not be separated with an effective date prior to December 24, 2015).

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