



CALIFORNIA STATE UNIVERSITY
FULLERTON
Payroll & Benefits

Accounting for Hourly Employees during the December 24th Holiday Informal Time Off

On December 17, 2013, President García delivered the following message to the campus:

“In celebration of the holiday season, Governor Brown has authorized the CSU system to grant a half-day of informal time off with pay for its employees. I am pleased to inform you that I am also providing additional half-day of informal time off. Therefore, full-time exempt and non-exempt employees may be allowed a full day informal time off with pay on December 24.

Less than full-time employees should be provided informal time off on a pro-rata basis. Please see your manager for more information. Employees required to work these hours, 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, 2014. This time shall not be considered Compensatory Time Off and is not compensable in cash.”

Hourly Employees

Hourly employees other than those in class codes 1150, 1151, 1868, 1870, 1871, 1872, 1874, 1875, 1876, 7171, and 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 the active payroll on the date:

<u>HOURS SCHEDULED IN December PAY PERIOD</u>	<u>HOURS OFF</u>
1-43	1
44-87	2
88 OR MORE	4

For questions involving hourly employees, call Payroll (657) 278-2521.

Blanca Rodriguez,
Director, Total Rewards, Payroll, Benefits and Retirement Services