

INFORMAL HOLIDAY TIME OFF

In celebration of the holiday season, the Governor has authorized informal holiday time off (IHT) for all employees based on the following schedule:

FULL-TIME EMPLOYEES:		4 Hours
PART-TIME EMPLOYEES:	Less than ¼ time	1 Hour
	¼ to ½ time	2 Hours
	Greater than ½ time	4 Hours
INTERMITTENT EMPLOYEES:	1 – 43 hours worked	1 Hour
	44 – 87 hours worked	2 Hours
	88 or more hours worked	4 Hours

For most employees, the paid IHT will be either the day before December 25, or the day before January 1. The time off should be granted in a manner consistent with maintaining necessary services to the public. Employees required to work these days, or who would be scheduled to work but are on paid leave, should be granted the time off prior to June 30, 2010, if administratively feasible.

IHT Provisions:

- All employees who are scheduled to work are eligible for IHT. This includes temporary hires such as seasonal employees and retired annuitants.
- Employees using IHT must report it on their [Time Report form \(ASD/HRB 26\)](#).
- FLSA-exempt employees may either combine their IHT with paid leave to equal a full day off, or may use their IHT to leave early after working a partial day.
- IHT is not lost when employees transfer between agencies; employees retain their IHT balances until the hours are actually used.
- IHT is not available for cash-out upon separation; employees should be allowed to use their IHT prior to separation.

Questions regarding IHT should be addressed to your assigned Personnel Specialist as listed in the [Directory of Administrative Services](#).