



CALIFORNIA STATE UNIVERSITY
Stanislaus

FIRST, MIDDLE INITIAL, LAST NAME

DEPARTMENT

Informal Time Off (ITO) is earned at .5 of the hours worked on campus by direction of supervisor for essential duties

TIME BASE

Informal Time Off Tracking

Note: Please use current campus calendar to record time, do not use a traditional calendar.

DATE		TIME OF DAY MILITARY TIME		TOTAL HOURS AUTHORIZED	Informal Time Off (ITO) at .5	MILITARY TIME CHART
SELECT MONTH	DAY	FROM	TO			
	31					12:00 AM = 2400 (Midnight)
	1					01:00 AM = 0100 HOURS
	2					02:00 AM = 0200 HOURS
	3					03:00 AM = 0300 HOURS
	4					04:00 AM = 0400 HOURS
	5					05:00 AM = 0500 HOURS
	6					06:00 AM = 0600 HOURS
	7					07:00 AM = 0700 HOURS
	8					08:00 AM = 0800 HOURS
	9					09:00 AM = 0900 HOURS
	10					10:00 AM = 1000 HOURS
	11					11:00 AM = 1100 HOURS
	12					12:00 PM = 1200 (NOON)
	13					1:00 PM = 1300 HOURS
	14					2:00 PM = 1400 HOURS
	15					3:00 PM = 1500 HOURS
	16					4:00 PM = 1600 HOURS
	17					5:00 PM = 1700 HOURS
	18					6:00 PM = 1800 HOURS
	19					7:00 PM = 1900 HOURS
	20					8:00 PM = 2000 HOURS
	21					9:00 PM = 2100 HOURS
	22					10:00 PM = 2200 HOURS
	23					11:00 PM = 2300 HOURS
	24					TIME CONVERSION CHART MINUTES = TENTHS 1 - 6 = .1 7 - 12 = .2 13 - 18 = .3 19 - 24 = .4 25 - 30 = .5 31 - 36 = .6 37 - 42 = .7 42 - 48 = .8 49 - 54 = .9 55 - 60 = 1.0
	25					
	26					
	27					
	28					
	29					
	30					
	31					
TOTAL HOURS						

REASON FOR ESSENTIAL ON-CAMPUS HOURS

CERTIFICATION OF ESSENTIAL ON CAMPUS HOURS WORKED

EMPLOYEE SIGNATURE

DATE

APPROVED (SUPERVISOR OR DEPARTMENT HEAD)

DATE
