

HUMAN RESOURCES MEMORANDUM: 10:027

Expiration Date: Until Superseded

Issue Date: December 22, 2010

To: Personnel Liaisons and Attendance Clerks

Subject: **2011 STATE HOLIDAYS FOR EXCLUDED EMPLOYEES**

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES.

Purpose The purpose of the Human Resources (HR) Memorandum is to inform affected employees of the 2011 holiday schedule for excluded employees.

| 2011 – Holiday Schedule – Excluded Employees | |
|---|----------------------------|
| Saturday, January 1 | New Year's Day |
| Monday, January 17 | Martin Luther King Jr. Day |
| Monday, February 21 | President's Birthday |
| Thursday, March 31 | Cesar Chavez Day |
| Monday, May 30 | Memorial Day |
| Monday, July 4 | Independence Day |
| Monday, September 5 | Labor Day |
| Friday, November 11 | Veteran's Day |
| Thursday, November 24 | Thanksgiving Day |
| Friday, November 25 | Day after Thanksgiving |
| Monday, December 26 | Christmas Day* |

* When a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

Personal Holiday In addition to the holidays listed, excluded employees receive one personal holiday per Fiscal Year.

Who is eligible for a Personal Holiday? To be eligible for a personal holiday, an employee must either be:

- a) Appointed to a class that requires a probationary period;
- b) Appointed to an exempt position where leave credits are earned; or
- c) Appointed to a Career Executive Assignment (CEA) for more than six months.

Who is not eligible for a Personal Holiday? Employees with a collective bargaining identified as “E” are ineligible to receive a Personal Holiday, e.g. Seasonal Clerk.

When do you receive your Personal Holiday? Once eligible employees complete six months of their initial probationary period, they are credited with a Personal Holiday for the current fiscal year. Thereafter, the Personal Holiday is credited July 1st of each year.

Questions For questions regarding this memorandum, please contact your assigned Personnel Specialist.

/S/
GLORIA Martinez, Acting Personnel Officer
Office of Human Resources

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