

HUMAN RESOURCES MEMORANDUM: 12:010

Expiration Date: Until Superseded

Issue Date: December 26, 2012

To: ALL EXCLUDED EMPLOYEES

Subject: **2013 STATE HOLIDAYS FOR EXCLUDED EMPLOYEES**

**Personnel Liaisons, Attendance Clerks, Supervisors, and Managers
PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES
WITHOUT INTERNET ACCESS.**

Purpose of document The purpose of the Human Resources (HR) Memorandum is to inform affected employees of the 2013 holiday schedule for excluded employees.

2013 holiday schedule

2013 Holiday Schedule – Excluded Employees	
Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King Jr. Day
Monday, February 18	Presidents' Day
Monday, April 1	*Cesar Chavez Day (observed)
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Friday, November 29	Day after Thanksgiving
Wednesday, December 25	Christmas Day

*When a holiday falls on a Sunday, it is observed the following Monday.

Personal Holiday

In addition to the holidays listed, excluded employees receive one personnel 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 on July 1 of each year.

Questions

If you have any questions, please contact your Personnel Specialist.

/s/

TERRI HAMILTON, Chief
Office of Human Resources

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cc: Personnel Specialists
Personnel Liaisons
Attendance Clerks