

HUMAN RESOURCES MEMORANDUM 13-030		DATE ISSUED: December 12, 2013
SUBJECT: 2014 State Holidays for Excluded Employees		REFERENCE: PML 2013-040
TO: ALL EXCLUDED EMPLOYEES		SUPERSEDES: <i>HR Memo 12-010</i>

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 2014 holiday schedule for excluded employees.

2014 Holiday Schedule

2014 Holiday Schedule – Excluded Employees	
Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King Jr. Day
Monday, February 17	Presidents' Day
Monday, March 31	Cesar Chavez Day
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Day after Thanksgiving
Thursday, December 25	Christmas Day

Personal Holiday

In addition to the holidays listed, excluded employees receive one personnel holiday per fiscal year.

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.

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.

Employees with a collective bargaining identified as "E" are ineligible to

receive a Personal Holiday, e.g. Student Assistant.

Questions

Please direct questions to your assigned OHR Personnel Specialist.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

AB:tbw