

HUMAN RESOURCES MEMORANDUM 14-030		DATE ISSUED: November 7, 2014
SUBJECT: 2015 State Holidays for Excluded Employees		REFERENCE: PML 2013-040
TO: ALL EXCLUDED EMPLOYEES		SUPERSEDES: <i>HR Memo 13-030</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose The purpose of this memo is to inform affected employees of the 2015 holiday schedule for excluded employees.

2015 Holiday Schedule

2015 Holiday Schedule – Excluded Employees	
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Jr. Day
Monday, February 16	Presidents' Day
Tuesday, March 31	Cesar Chavez Day
Monday, May 25	Memorial Day
Saturday, July 4	*Independence Day
Monday, September 7	Labor Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day after Thanksgiving
Friday, December 25	Christmas Day

*When a holiday falls on a Saturday, Holiday Credit provisions apply.

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.

**Personal
Holiday
(Continued)**

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