

DEPARTMENT OF PERSONNEL ADMINISTRATION



REFERENCE CODE : CA 82/83-003
EFFECTIVE DATE : July 1, 1982
EXPIRATION DATE: Term of Contract
DATE OF ISSUE : October 1, 1982

TO: LABOR RELATIONS AND PERSONNEL OFFICERS

SUBJECT: Personal and Saturday Holidays

CONTRACTS: All CSEA, 2, 5, 7, 9, 13, 16, 18 and 19

ISSUE: How does full-time, part-time, and intermittent employees accrue Saturday Holiday credits?

INTERPRETATION: Full-time employees will accrue eight (8) hours of Saturday Holiday credit; part-time employees accrue Saturday Holiday credit based on a fraction of eight (8) hours equal to the fraction of full-time he/she was appointed to work; and intermittents should be allowed to accrue Saturday Holiday credit on a pro-rated basis, calculated on the amount of time worked in the pay period in which the holiday occurred.

Employees do not accrue Saturday Holiday credit until after the holiday has occurred.

ISSUE: How can employees use their accrued Saturday Holiday credit?

INTERPRETATION: Saturday Holiday credit received must be used in eight (8) hour increments or on the fraction of eight (8) hours earned by part-time employees. Intermittent employees can use their credit for Saturday Holiday on an hour-for-hour basis (limited to a maximum of eight (8) hours).

CONTRACTS: All CSEA, 5, 16 and 19

ISSUE: Shall Personal and Saturday Holidays be considered as time worked by the employee?

INTERPRETATION: Personal and Saturday Holidays are not considered time worked by the employee for the purpose of computing premium overtime pay.

CONTRACTS: All CSEA, 5, 7, 13, 16 and 19

ISSUE: Are those employees in probationary, limited term, or TAU status still entitled to the personal holiday they accrued prior to July 1, 1982?

INTERPRETATION: An employee in the above-mentioned status and hired into State service prior to July 1, 1982, contract effective date, shall be entitled to take a personal holiday in the current calendar year.

An employee hired after the July 1, 1982, contract effective date may not take a personal holiday until after completion of the initial probationary period (or the equivalent of the first probation period). An employee in Unit 7 or 13 must complete the initial probationary period in State service (or the equivalency of the first probationary period) or completion of six (6) months of service, whichever is less.

If you have any questions, please contact Judy O'Day, Personnel Services Branch, at (916) 324-0439 or ATSS 454-0439.


DENNIS R. BATCHELDER, CHIEF
Labor Relations Division