

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: State Holidays in 2008 for Excluded Employees	REFERENCE NUMBER: 2007- 033
DATE ISSUED: 11/06/07	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Classification and Compensation Division

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The following chart shows the 2008 holiday schedule for excluded State employees.

2008 Holiday Schedule – Excluded Employees	
Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King Jr. Day
Tuesday, February 12	Lincoln's Birthday
Monday, February 18	Washington's Birthday
Monday, March 31	Cesar Chavez Day
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veteran's Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Day after Thanksgiving
Thursday, December 25	Christmas Day

In addition to the holidays listed, excluded employees receive one personal 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 for each fiscal year.

Employees with a collective bargaining identifier of "E" are ineligible to receive a personal holiday (e.g., Seasonal Clerk).

Personnel staff with questions about this memo should contact our Personnel Services Branch at the phone number or email address listed on the front page.

/s/Debbie Endsley

Debbie Endsley
Chief Deputy Director