

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 2012 State Holidays for Excluded Employees	REFERENCE NUMBER: 2011-041
DATE ISSUED: 11/07/2011	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations

CONTACT: Personnel Services Branch
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Email: psb@dpa.ca.gov

The following chart shows the 2012 holiday schedule for excluded employees.

2012 Holiday Schedule – Excluded Employees	
Monday, January 2	* New Year's Day (observed)
Monday, January 16	Martin Luther King Jr. Day
Monday, February 20	President's Day
Saturday, March 31	**Cesar Chavez Day
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, November 12	*Veteran's Day (observed)
Thursday, November 22	Thanksgiving Day
Friday, November 23	Day after Thanksgiving
Tuesday, December 25	Christmas Day

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

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

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

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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 Fiscal Year.

Employees with a collective bargaining identified of "E" are ineligible to receive a personal holiday (e.g. Student Assistant).

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

/s/Julie Chapman

Julie Chapman
Deputy Director Labor Relations