

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 2014 State Holidays for Excluded Employees	REFERENCE NUMBER: 2013-040
DATE ISSUED: 12/06/13	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Human Resources
Labor Relations Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 322-0765
Email: psb@calhr.ca.gov

The following chart shows the 2014 holiday schedule for excluded employees.

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

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

PML 2013-040
December 6, 2013
Page 2

credited with a personal holiday for the current fiscal year. Thereafter, the personal holiday is credited on July 1 of each year.

For questions related to this PML, State department personnel office designated liaisons should contact CalHR's Personnel Service Branch by emailing questions to psb@calhr.ca.gov or calling (916) 323-3343.

/s/ Mary Sue Paul

Mary Sue Paul, Manager
Personnel Services Branch