

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> 2017 State Holidays for Excluded Employees	<b>REFERENCE NUMBER:</b> 2016-030
<b>DATE ISSUED:</b> November 7, 2016	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers  
Personnel Transactions Supervisors**

**FROM:** California Department of Human Resources  
Personnel Management Division

**CONTACT:** Personnel Services Branch  
(916) 323-3343  
Fax: (916) 327-1886  
Email: [psb@calhr.ca.gov](mailto:psb@calhr.ca.gov)

The following chart shows the 2017 holiday schedule for excluded employees.

<b>2017 Holiday Schedule – Excluded Employees</b>	
Monday, January 2	New Year's Day (observed)*
Monday, January 16	Martin Luther King Jr. Day
Monday, February 20	Presidents Day
Friday, March 31	Cesar Chavez Day
Monday, May 29	Memorial Day
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Friday, November 10	Veterans Day (observed)**
Thursday, November 23	Thanksgiving Day
Friday, November 24	Day after Thanksgiving
Monday, December 25	Christmas Day

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

\*\*When Veterans Day falls on a Saturday, the holiday is observed on the preceding Friday.

In addition to the holidays listed, excluded employees receive one personal holiday per fiscal year.

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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 of each year.

For questions related to this PML, state department personnel office designated liaisons should contact the Personnel Services Branch by emailing questions to [psb@calhr.ca.gov](mailto:psb@calhr.ca.gov) or calling (916) 323-3343.

/s/Belinda Collins

Belinda Collins, Chief (A)  
Personnel Management Division