


Bob Hutchinsford

George Deukmejian, Governor

TO: Personnel Officers
Employee Relations Officers

SUBJECT: Personal Holidays

REFERENCE CODE : CA 84/85-002
EFFECTIVE DATE : July 1, 1984
EXPIRATION DATE: Term of Contract
DATE OF ISSUE : November 20, 1984

CONTRACT: All Contracts (Except 8 and 18)

ISSUE

How do you determine the number of hours of personal holiday credit an employee receives?

INTERPRETATION

The employee's time base at the time the personal holiday is requested to be used determines the number of hours received.

Example Number 1: An employee who is permanent half-time on July 1, 1984, and who goes to full-time on August 1, 1984, and requests to use their personal holiday on August 15, 1984, would receive eight (8) hours of personal holiday credit.

Example Number 2: An employee who is permanent full-time on July 1, 1984, and goes to half-time on August 1, 1984, and requests to use their personal holiday on August 15, 1984, would receive four (4) hours (half-time) of personal holiday credit.

ISSUE

Which employees are credited with a personal holiday under the 1982-1984 contracts?

INTERPRETATION

In all Units except 6, 7 and 13 only employees who completed their initial probationary period in State service on or before June 30, 1984, are considered to have earned the personal holiday credit available for the 1984 calendar year.

In Units 6, 7 and 13 employees who have completed probation or six (6) months of State service on or before June 30, 1984, are considered to have earned the personal holiday credit for the 1984 calendar year.

Page 2
November 20, 1984

ISSUE

Who may carry forward the personal holiday credited under the former calendar year provisions to the new fiscal year provisions?

INTERPRETATION

Any employee who has completed his/her initial probationary period in State service on or before June 30, 1984, and who has not taken a personal holiday may carry the personal holiday credit over into the 1984-85 Fiscal Year. Those employees that did not complete their initial probationary period on or before June 30, 1984, are not eligible for the calendar year personal holiday.

Employees in Units 6, 7 and 13 are eligible for this carryover if they have completed six (6) months of service prior to June 30, 1984.

If you have any questions, please call either Mike Navarro, 324-0479 or Joan Bettati, 324-0439.



Dennis R. Batchelder
Chief of Labor Relations

77