

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 2010 State Holidays for Excluded Employees	REFERENCE NUMBER: 2009-041
DATE ISSUED: 10/06/09	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@dpa.ca.gov

The following chart shows the 2010 holiday schedule for excluded employee.

2010 – Holiday Schedule – Excluded Employees	
Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King Jr. Day
Monday, February 15	Washington's Birthday
Wednesday, March 31	Cesar Chavez Day
Monday, May 31	Memorial Day
Monday, July 5	Independence Day
Monday, September 6	Labor Day
Thursday, November 11	Veteran's Day
Thursday, November 25	Thanksgiving Day
Friday, November 26	Day after Thanksgiving
Saturday, 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 of each year.

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

Personnel staff with questions about this memo should contact the Department of Personnel Administration's Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

Julie Chapman
Chief Deputy Director