



George Deukmejian, Governor

TO: LABOR RELATIONS AND PERSONNEL OFFICERS

REFERENCE CODE : CA 82/83-017
EFFECTIVE DATE : July 1, 1982
EXPIRATION DATE: Term of Contract
DATE OF ISSUE : February 25, 1983

SUBJECT: Crediting holiday time for
intermittent employees.

CONTRACT: All CSEA, 2, 5, 7, 9, 13, 16 and 19

ISSUE: Do Saturday holiday (SH) credits earned in a prior month and used in a current month count towards computing SH credits for the current month?

EXAMPLE:

Employee has 6 hours SH credit earned in 12/82 pay period and is using the credit in the 1/83 pay period. Do you include the 6 hours SH credit when prorating the January SH credit?

INTERPRETATION: Yes

ISSUE: What is the correct procedure for computing the amount of credit to give an employee who uses SH credit and requests the personal holiday (PH) in a month in which there is a SH and a holiday?

EXAMPLE:

2/83 pay period. If an employee is on pay status 106 hours and is using 8 hours SH credit, what credits are given for the 2/12/83 SH and 2/21/83 holiday?

INTERPRETATION: SH credit for 2/12/83 would be 6 hours and 6 hours holiday pay for 2/21/83. (Include the 8 hours of SH credit when determining holiday pay or credit).

EXAMPLE:

If in addition to taking 8 hours SH credit, this employee is requesting to use the PH -- what amount is credited for PH, 2/12/83 SH, and 2/21/83 holiday?

INTERPRETATION: Use 8 hours SH credit the employee is requesting to use when determining the PH credit. Then use the SH credit and the PH when determining the SH credit for 2/12/83 and holiday pay.

If you have any questions, please contact Judy O'Day, Personnel Services Branch, at (916) 324-0439 or ATSS 454-0439.


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