



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS
(HOLDERS OF THE PTM)

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EFFECTIVE DATE: January 1, 1987
EXPIRATION DATE: December 31, 1988
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SUBJECT: PTM Revision

Attached is the revised page of the Personnel Transactions Manual 657.2; Table of Workdays for Shifts Having Regular Days Off Other Than Saturday and Sunday. This revision reflects holidays as listed in the Memoranda of Understandings (MOUs).

Each department is receiving only one copy of this revision. Please make copies for everyone in your department that has been issued a Personnel Transactions Manual.

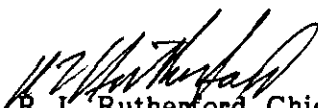
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If you have any questions, please contact Jan Sale or Diane Hachey (916) 324-0439 (ATSS) 454-0439.


R. L. Rutherford, Chief
Personnel Services Branch

Attachment

DEPARTMENT OF PERSONNEL ADMINISTRATION
Management Memorandum

PSB/B670

TABLE OF WORKDAYS
FOR SHIFTS HAVING REGULAR DAYS OFF OTHER THAN SATURDAY AND SUNDAY
JANUARY 1, 1986 THROUGH DECEMBER 31, 1988

This table shows the number of days counted as workdays, the number of excess days credit, and the number of holiday excess days occurring on assigned days off earned by employees working the full pay period for shifts having the same two days off each week. If an employee works on a regularly scheduled day off or on a holiday, credit will be given for the time worked in addition to the credits shown in this table.

Regular Days Off	Sat Sun	Sun - Mon			Mon - Tues			Tues - Wed			Wed - Thurs			Thurs - Fri			Fri - Sat			Holidays Considered
	(Normal Work Days)	Work Days	Excess Days	Holiday Excess	Work Days	Excess Days	Holiday Excess	Work Days	Excess Days	Holiday Excess	Work Days	Excess Days	Holiday Excess	Work Days	Excess Days	Holiday Excess	Work Days	Excess Days	Holiday Excess	
Pay Period Dates:																				
January 1 to January 30, 1986	22	22	0	+1	22	0	+1	21	-1	+1	20	-2	+1	21	-1	0	22	0	0	January 1, 20
January 31 to February 28, 1986	21	21	0	+1	21	0	+1	21	0	+1	21	0	+1	20	-1	0	20	-1	0	February 12, 17
March 1, to March 31, 1986	21	21	0	0	22	+1	0	23	+2	0	23	+2	0	23	+2	0	22	+1	0	-----
April 1, to April 30, 1986	22	22	0	0	21	-1	0	20	-2	0	21	-1	0	22	0	0	22	0	0	-----
May 1 to May 31, 1986	22	23	+1	+1	23	+1	+1	23	+1	0	22	0	0	21	-1	0	21	-1	0	May 26
June 1 to June 30, 1986	21	20	-1	0	21	0	0	22	+1	0	22	+1	0	22	+1	0	22	+1	0	-----
July 1 to July 30, 1986	22	22	0	0	21	-1	0	20	-2	0	21	-1	0	22	0	+1	22	0	+1	July 4
July 31 to August 31, 1986	22	23	+1	0	24	+2	0	24	+2	0	23	+1	0	22	0	0	22	0	0	-----
September 1 to September 30, 1986	22	21	-1	+1	20	-2	+1	21	-1	0	22	0	0	22	0	0	22	0	0	September 1
October 1 to October 30, 1986	22	22	0	+1	22	0	+1	21	-1	0	20	-2	0	21	-1	0	22	0	0	October 13
October 31 to December 1, 1986	22	22	0	0	23	+1	+1	24	+2	+1	24	+2	+1	23	+1	+2	22	0	0	November 11, 27, 28
December 2 to December 31, 1986	22	22	0	0	21	-1	0	20	-2	0	21	-1	+1	22	0	+1	22	0	0	December 25
January 1 to January 29, 1987	21	21	0	+1	21	0	+1	21	0	0	20	-1	+1	20	-1	+1	21	0	0	January 1, 19
January 30 to February 28, 1987	21	22	+1	+1	22	+1	+1	22	+1	0	22	+1	+1	21	0	+1	20	-1	0	February 12, 16
March 1 to March 31, 1987	22	21	-1	0	21	-1	0	22	0	0	23	+1	0	23	+1	0	23	+1	0	-----
April 1 to April 30, 1987	22	22	0	0	22	0	0	21	-1	0	20	-2	0	21	-1	0	22	0	0	-----
May 1 to May 31, 1987	21	22	+1	+1	23	+2	+1	23	+2	0	23	+2	0	22	+1	0	21	0	0	May 25
June 1 to June 30, 1987	22	21	-1	0	20	-2	0	21	-1	0	22	0	0	22	0	0	22	0	0	-----
July 1, to July 30, 1987	22	22	0	0	22	0	0	21	-1	0	20	-2	0	21	-1	0	22	0	0	-----
July 31 to August 31, 1987	22	22	0	0	23	+1	0	24	+2	0	24	+2	0	23	+1	0	22	0	0	-----
September 1 to September 30, 1987	22	22	0	+1	21	-1	+1	20	-2	0	21	-1	0	22	0	0	22	0	0	September 7
October 1 to October 31, 1987	22	23	+1	+1	23	+1	+1	23	+1	0	22	0	0	21	-1	0	21	-1	0	October 12
November 1 to December 1, 1987	22	21	-1	0	21	-1	0	22	0	+1	23	+1	+2	23	+1	+2	23	+1	+1	November 11, 26, 27
December 2 to December 31, 1987	22	22	0	0	22	0	0	21	-1	0	20	-2	0	21	-1	+1	22	0	+1	December 25
January 1 to January 31, 1988	21	22	+1	+1	23	+2	+1	23	+2	0	23	+2	0	22	+1	+1	21	0	+1	January 1, 18
February 1 to March 1, 1988	22	21	-1	+1	20	-2	+1	21	-1	0	22	0	0	22	0	+1	22	0	+1	February 12, 15
March 2 to March 31, 1988	22	22	0	0	22	0	0	21	-1	0	20	-2	0	21	-1	0	22	0	0	-----
April 1 to April 30, 1988	21	22	+1	0	22	+1	0	22	+1	0	22	+1	0	21	0	0	20	-1	0	-----
May 1 to May 31, 1988	22	21	-1	+1	21	-1	+1	22	0	0	23	+1	0	23	+1	0	23	+1	0	May 30
June 1 to June 30, 1988	22	22	0	0	22	0	0	21	-1	0	20	-2	0	21	-1	0	22	0	0	-----
July 1 to August 1, 1988	22	22	0	+1	23	+1	+1	24	+2	0	24	+2	0	23	+1	0	22	0	0	July 4
August 2 to August 31, 1988	22	22	0	0	21	-1	0	20	-2	0	21	-1	0	22	0	0	22	0	0	-----
September 1 to September 30, 1988	22	22	0	+1	22	0	+1	22	0	0	21	-1	0	21	-1	0	21	-1	0	September 5
October 1 to November 30, 1988	22	22	0	0	21	-1	0	20	-2	0	21	-1	+1	22	0	+3	22	0	+2	November 11, 24, 25
December 1 to December 31, 1988	22	23	+1	+1	23	+1	+1	23	+1	0	22	0	0	21	-1	0	21	-1	0	December 26

Holidays shown in the last column have been considered in computing holiday excess days on normally scheduled days off. Should an additional holiday not falling on Saturday be declared, it would increase the holiday excess days in that pay period for any shift on which the holiday occurs on a regular day off.