



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

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**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Personnel Officers

SUBJECT: Saturday Holiday

Government Code Section 19853 provides that when a holiday, other than a personal holiday or November 11, falls on a Saturday an employee shall, regardless of whether he or she works on the holiday, only accrue an additional eight hours of personal holiday credit per fiscal year for the holiday. The personal holiday credit shall be accrued on the actual date of the holiday and shall be used within the same fiscal year. This memorandum contains clarification on how this holiday provision will be administered.

An employee is defined for the purpose of the Saturday personal holiday credit as having temporary appointment authorization, limited term, probationary or permanent status. An employee does not need to meet the requirement of completion of six months of his or her initial probationary period as required for a personal holiday under the provisions of Government Code Section 19854. The amount of paid time off will be based on the employee's time base as of the pay period in which the holiday occurred.

- a. DAILY RATE AND HOURLY RATE EMPLOYEES IN CLASSES FOR WHICH A SPECIFIC DAILY RATE OR HOURLY RATE IS ESTABLISHED DO NOT RECEIVE HOLIDAY PAY. Pay for holidays has already been taken into account in setting these salary rates.
- b. PREVAILING RATE (TRADE RATES) EMPLOYEES ARE SUBJECT TO THE HOLIDAY PROVISIONS PRESCRIBED IN THE APPROPRIATE DPA TRADE RATE LETTER.
- c. A FULL-TIME EMPLOYEE will receive eight (8) hours of paid time off.
- d. A PART-TIME EMPLOYEE will receive paid time off in proportion to the time base he/she is working.
- e. AN INTERMITTENT EMPLOYEE PAID AT THE HOURLY EQUIVALENT OF A MONTHLY SALARY RATE will receive paid time off for a Saturday personal holiday based on the number of hours worked in the pay period the holiday occurs. Hours of holiday time should be granted in accordance with the table on page two. Hours worked on other holidays in the same pay period are considered hours on pay status for the purpose of determining the number of hours of Saturday personal holiday pay due the employee.

| <u>Hours on Pay Status<br/>During Pay Period*</u> | <u>Holiday Pay in Hours For<br/>Saturday Personal Holiday</u> |
|---|---|
| 0 - 10.9  | 0   |
| 11 - 30.9   | 1   |
| 31 - 50.9   | 2   |
| 51 - 70.9   | 3   |
| 71 - 90.9   | 4   |
| 91 - 110.9  | 5   |
| 111 - 130.9                                       | 6   |
| 131 - 150.9                                       | 7   |
| 151 or over                                       | 8   |

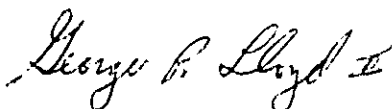
\*Exclusive of holiday hours not actually worked.

f. EMPLOYEES ON SHIFTS OTHER THAN MONDAY THRU FRIDAY will receive paid time off for a Saturday holiday as follows:

- Non-represented employees shall regardless of whether they work on the holiday, only accrue an additional eight (8) hours of Saturday personal holiday credit.
- Represented employees shall receive a Saturday personal holiday credit as specified in the appropriate Memoranda of Understanding.

An employee on non-paid status when the Saturday holiday occurs does not accrue the Saturday personal holiday credit. All other provisions for the Saturday personal holiday credit will be administered as those for a personal holiday.

Any questions regarding Saturday holiday provisions may be directed to Diane Navarro at (916) 324-0439 or ATSS 454-0439.



George P. Lloyd, Chief  
Classification and Compensation Division