



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM89-02

EFFECTIVE DATE: January 1, 1989

EXPIRATION DATE: December 31, 1991

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THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS

PERSONNEL TRANSACTION SUPERVISORS

SUBJECT: Table of Workdays for Irregular Workshifts

Attached is the table of workdays for work shifts having regular days off other than Saturday and Sunday. The table is for all pay periods from January 1989 through December 1991.

The table shows the number of days counted as workdays for employees working the full pay period for shifts having the same two days off each week. The table also shows the number of excess days credit and the number of holiday excess days occurring on assigned days off. If the employee works on a regularly scheduled day off or on a holiday, credit will be given for the time worked, in addition to the credit shown in this table, in accordance with Government Code Section 19853 or the appropriate Memorandum of Understanding.

If you have any questions, please call Jan Sale of my staff at (916) 324-0439, ATSS 454-0439.


R. L. Rutherford, Manager
Personnel Services Branch

**TABLE OF WORKDAYS
FOR SHIFTS HAVING REGULAR DAYS OFF OTHER THAN SATURDAY AND SUNDAY
JANUARY 1, 1989 THROUGH DECEMBER 31, 1991**

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
		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:	(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	Holidays Considered
January 1 to January 31, 1989	22	21	-1	+2	21	-1	+2	22	0	0	23	+1	0	23	+1	0	23	+1	0	January 2, 16
February 1 to March 1, 1989	21	21	0	+2	21	0	+2	20	-1	0	20	-1	0	21	0	0	21	0	0	February 13, 20
March 2, to March 31, 1989	22	22	0	0	22	0	0	22	0	0	21	-1	0	20	-2	0	21	-1	0	-----
April 1, to May 1, 1989	21	21	0	0	22	+1	0	23	+2	0	23	+2	0	23	+2	0	22	+1	0	-----
May 2 to May 31, 1989	22	22	0	+1	21	-1	+1	20	-2	0	21	-1	0	22	0	0	22	0	0	May 31
June 1 to June 30, 1989	22	22	0	0	22	0	0	22	0	0	21	-1	0	20	-2	0	21	-1	0	-----
July 1 to July 31, 1989	21	21	0	0	22	+1	+1	23	+2	+1	23	+2	0	23	+2	0	22	+1	0	July 4
August 1, 1989 to August 30, 1989	22	22	0	0	21	-1	0	20	-2	0	21	-1	0	22	0	0	22	0	0	-----
August 31 to September 30, 1989	22	23	+1	+1	23	+1	+1	23	+1	0	22	0	0	21	-1	0	21	-1	0	September 4
October 1 to October 31, 1989	22	21	-1	+1	21	-1	+1	22	0	0	23	+1	0	23	+1	0	23	+1	0	October 9
November 1 to November 30, 1989	22	22	0	0	22	0	0	21	-1	0	20	-2	+1	21	-1	+3	22	0	+2	November 10, 23, 2
December 1 to December 31, 1989	21	22	+1	+1	23	+2	+1	23	+2	0	23	+2	0	22	+1	0	21	0	0	December 25
January 1 to January 30, 1990	22	21	-1	+2	20	-2	+2	21	-1	0	22	0	0	22	0	0	22	0	0	January 1, 15
January 31 to February 28, 1990	21	21	0	+2	21	0	+2	20	-1	0	20	-1	0	21	0	0	21	0	0	February 12, 19
March 1 to March 31, 1990	22	23	+1	0	23	+1	0	23	+1	0	22	0	0	21	-1	0	21	-1	0	-----
April 1 to April 30, 1990	21	20	-1	0	21	0	0	22	+1	0	22	+1	0	22	+1	0	22	+1	0	-----
May 1 to May 30, 1990	22	22	0	+1	21	-1	+1	20	-2	0	21	-1	0	22	0	0	22	0	0	May 28
May 31 to June 30, 1990	22	23	+1	0	23	+1	0	23	+1	0	22	0	0	21	-1	0	21	-1	0	-----
July 1, to July 31, 1990	22	21	-1	0	21	-1	0	22	0	+1	23	+1	+1	23	+1	0	23	+1	0	July 4
August 1 to August 30, 1990	22	22	0	0	22	0	0	21	-1	0	20	-2	0	21	-1	0	22	0	0	-----
August 31 to September 30, 1990	21	22	+1	+1	23	+2	+1	23	+2	0	23	+2	0	22	+1	0	21	0	0	September 3
October 1 to October 30, 1990	22	21	-1	+1	20	-2	+1	21	-1	0	22	0	0	22	0	0	22	0	0	October 8
October 31 to November 29, 1990	22	22	0	+1	22	0	+1	21	-1	0	20	-2	+1	21	-1	+2	22	0	+1	November 12, 22, 2
November 30 to December 31, 1990	22	22	0	0	23	+1	+1	24	+2	+1	24	+2	0	23	+1	0	22	0	0	December 25
January 1 to January 30, 1991	22	22	0	+1	21	-1	+2	20	-2	+1	21	-1	0	22	0	0	22	0	+0	January 1, 21
January 31 to February 28, 1991	21	21	-0	+1	21	0	+2	21	0	+1	20	-1	0	20	-1	0	21	0	0	February 12, 18
March 1 to March 31, 1991	21	22	+1	0	23	+2	0	23	+2	0	23	+2	0	22	+1	0	21	0	0	-----
April 1 to April 30, 1991	22	21	-1	0	20	-2	0	21	-1	0	22	0	0	22	0	0	22	0	0	-----
May 1 to May 30, 1991	22	22	0	+1	22	0	+1	21	-1	0	20	-2	0	21	-1	0	22	0	0	May 27
May 31 to June 30, 1991	21	22	+1	0	23	+2	0	23	+2	0	23	+2	0	22	+1	0	21	0	0	-----
July 1 to July 30, 1991	22	21	-1	0	20	-2	0	21	-1	0	22	0	+1	22	0	+1	22	0	0	July 4
July 31 to August 29, 1991	22	22	0	0	22	0	0	21	-1	0	20	-2	0	21	-1	0	22	0	0	-----
August 30 to September 30, 1991	22	22	0	+1	23	+1	+1	24	+2	0	24	+2	0	23	+1	0	22	0	0	September 2
October 1 to October 30, 1991	22	22	0	+1	21	-1	+1	20	-2	0	21	-1	0	22	0	0	22	0	0	October 14
October 31 to November 30, 1991	22	23	+1	+1	23	+1	+1	23	+1	0	22	0	+1	21	-1	+2	21	-1	+1	November 11, 28, 2
December 1 to December 31, 1991	22	21	-1	0	21	-1	0	22	0	+1	23	+1	+1	23	+1	0	23	+1	0	December 25

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.