

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS DATE: June 13, 1996
REFERENCE CODE: 96-028

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers

FROM: Department of Personnel Administration
Office of the Director

SUBJECT: Official State Holidays for the 1996-97 Fiscal Year - Excluded
Employees Only

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This is to advise you of the State holidays to be observed by excluded employees during the 1996-97 Fiscal Year. Employees shall be entitled to the following holidays:


Thursday, July 4, 1996	Independence Day
Monday, September 2, 1996	Labor Day
Monday, October 14, 1996	Columbus Day
Monday, November 11, 1996	Veterans Holiday
Thursday, November 28, 1996	Thanksgiving Day
Friday, November 29, 1996	Day after Thanksgiving
Wednesday, December 25, 1996	Christmas Day
Wednesday, January 1, 1997	New Year's Day
Monday, January 20, 1997	Martin Luther King Jr. Day
Wednesday, February 12, 1997	Lincoln's Birthday Holiday
Monday, February 17, 1997	Washington's Birthday
Monday, May 26, 1997	Memorial Day

In addition to these holidays, there is one personal holiday per fiscal year for excluded employees. To be eligible for a personal holiday, an employee must be: (a) appointed to a class which requires a probationary period; (b) appointed to an exempt, nonseasonal position for more than six months; or (c) appointed to a Career Executive Assignment for more than six months. Once an eligible employee completes six months of their initial probationary period or six months of service, they are credited with a personal holiday for the current fiscal year. The personal holiday for all other eligible employees will be credited on the first day of July for each fiscal year.

Holiday provisions for represented employees covered by collective bargaining agreements are authorized in the appropriate Memorandum of Understanding.

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If your personnel office staff require additional information regarding State employee holidays, please contact the Personnel Management Technician assigned to your department by calling (916) 324-0439, Calnet (916) 454-0439 and they will be directed accordingly.


David J. Tirapelle
Director