



D: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM88-33
EFFECTIVE DATE: August 31, 1988
EXPIRATION DATE: Indefinite
DATE OF ISSUE: December 27, 1988

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers

SUBJECT: Holiday Compensation - Bargaining Unit 04, Office and Allied

This memorandum is to clarify Article 7(j) of the current agreement between the State of California and the California State Employees' Association covering Bargaining Unit 04.

Article 7(j) provides that a permanent full-time employee who works a minimum of forty (40) hours in a week in which a holiday occurs and is required to work on the holiday, shall receive time and one-half compensation for all hours worked on a holiday plus, either eight (8) hours of holiday credit or eight (8) hours of cash compensation at the employee's straight time rate.

Holiday pay for regular shift employees

EXAMPLE:

1.	SU	M	TU	W	TH	F	SA	
	OFF	W	W	W	W	W (H)	OFF	
	OFF	W/8	W/8	W/8	W/8	W/8	OFF	(40 Hours Worked)

Employee worked a total of 40 hours and is compensated for 52 hours; 32 hours regular, 8 hours holiday credit and 8 hours at 1½ times (12 hours).

2.	SU	M	TU	W	TH	F	SA	
	OFF	W	W	W	W	W (H)	OFF	
	OFF	W/8	W/8	W/8	W/8	W/8	W/8	(48 Hours Worked)

Employee worked a total of 48 hours and is compensated for 64 hours; 32 hours regular, 8 hours holiday credit and 16 hours at 1½ times (24 hours).

