State of California

M E M O R A N D U M

DATE: June 5, 1998

TO: PERSONNEL MANAGEMENT LIAISONS **REFERENCE CODE:** PML 98-023

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers

FROM: **Department of Personnel Administration**
Classification and Compensation Division

SUBJECT: Saturday Holiday

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Government Code (GC) Section 19853 provides that when a holiday, other than a personal holiday or November 11, falls on a Saturday, excluded employees shall, regardless of whether they work on the holiday, accrue a Saturday holiday credit equivalent to their time base up to eight hours. The Saturday holiday shall be used in the same fiscal year in which it is accrued.

For the purpose of the Saturday holiday, employees who are appointed to temporary, limited-term, or probationary positions are eligible for Saturday holiday credit. Eligible employees are not required to complete six months of their initial probationary period as specified for a personal holiday under the provision of GC 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 Saturday 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.

b. Prevailing rate employees are subject to the holiday provisions prescribed in the appropriate prevailing wage determination made by the Director of Industrial Relations.

c. Full-time employees will receive eight hours of credit.

d. Part-time employees will receive credit in proportion to the time base they are working.

e. Intermittent employees paid at the hourly equivalent of a monthly salary rate will receive a Saturday holiday credit 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 below.

Hours on Pay Status During Pay Period*	**Holiday Pay in Hours for Saturday Holiday**
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 through Friday will receive paid time off as follows:

- Represented employees shall receive a Saturday holiday credit as specified in the appropriate Memorandum of Understanding.

- Excluded employees in Work Week Group (WWG) 2 receive the same Saturday holiday provisions as represented employees in the bargaining unit with which they are associated.

- Excluded employees in WWG 4C may only accrue up to a maximum of eight hours of Saturday holiday credit.

- Excluded employees who work the Saturday holiday as part of their regular work schedule accrue Saturday holiday credit equivalent to their time base and are compensated for the Saturday holiday as if they are working any other holiday that occurs during the regular work schedule. If employees receive premium pay for working other holidays that occur during the regular work schedule, then they are entitled to premium pay for the Saturday holiday.

- Employees on nonpaid status when the Saturday holiday occurs do not accrue the Saturday holiday credit. All other provisions regarding Saturday holiday credit will be administered as those for a personal holiday.

If your personnel office staff have questions regarding Saturday holiday credit provisions, they may contact your department's Personnel Management Technician.

David J. Tirapelle
Director