

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS      DATE: January 25, 2001  
REFERENCE CODE: 2001-006

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers  
Personnel Officers

FROM: Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Official State Holidays for the 2001 Calendar Year - Excluded  
Employees Only

CONTACT: Clarice Pace, Personnel Management Technician  
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In the past, Department of Personnel Administration (DPA) provided the official State holiday schedule for each fiscal year. Based on many requests, the official State holiday schedule will now be issued on a calendar year.

Employees shall be entitled to the following holidays during the 2001 Calendar Year:

Monday, January 1, 2001	New Year's Day
Monday, January 15, 2001	Martin Luther King Jr. Day
Monday, February 12, 2001	Lincoln's Birthday
Monday, February 19, 2001	Washington's Birthday
Saturday, March 31, 2001	Cesar Chavez Day*
Monday, May 28, 2001	Memorial Day
Wednesday, July 4, 2001	Independence Day
Monday, September 3, 2001	Labor Day
Monday, October 8, 2001	Columbus Day
Monday, November 12, 2001	Veteran's Day**
Thursday, November 22, 2001	Thanksgiving Day
Friday, November 23, 2001	Day after Thanksgiving
Tuesday, December 25, 2001	Christmas Day

\* The Saturday holiday provisions are contained in Personnel Management Liaison memorandum 1998-023 and 2000-007, which provides clarification on how this holiday will be administered.

\*\* When a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

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 either be: (a) appointed to a class that 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 eligible employees complete 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.

If personnel office staff have questions regarding the holidays or personal holiday, they may contact Clarice Pace, Personnel Management Technician, within the Personnel Services Branch, Classification and Compensation Division, at DPA, shown above.

A handwritten signature in cursive script that reads "Michael T. Navarro". The signature is written in black ink and is positioned above the typed name and title.

Michael T. Navarro, Chief  
Classification and Compensation Division