

MEMORANDUM

DATE: November 5, 2001

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2001-054

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers

FROM: Department of Personnel Administration
Classification and Compensation

SUBJECT: Official State Holidays for the 2002 Calendar Year - Excluded
Employees Only

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This is to provide a list of the State holidays to be observed by excluded employees during the 2001-2002 Calendar Year. Employees shall be entitled to the following holidays:

Tuesday, January 1, 2002	New Year's Day
Monday, January 21, 2002	Martin Luther King Jr. Day
Tuesday, February 12, 2002	Lincoln's Birthday
Monday, February 18, 2002	Washington's Birthday
Monday, April 1, 2002	Cesar Chavez Day*
Monday, May 27, 2002	Memorial Day
Thursday, July 4, 2002	Independence Day
Monday, September 2, 2002	Labor Day
Monday, October 14, 2002	Columbus Day
Monday, November 11, 2002	Veteran's Day*
Thursday, November 28, 2002	Thanksgiving Day
Friday, November 29, 2002	Day after Thanksgiving
Wednesday, December 25, 2002	Christmas Day

* 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 Program Technician, within the Personnel Services Branch, Classification and Compensation Division.

A handwritten signature in cursive script, reading "Michael T. Navarro". The signature is written in dark ink and is positioned above the typed name and title.

Michael T. Navarro, Chief
Classification and Compensation Division