

MEMORANDUM

DATE: October 15, 2002

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2002-066

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 2003 Calendar Year -
Excluded Employees Only

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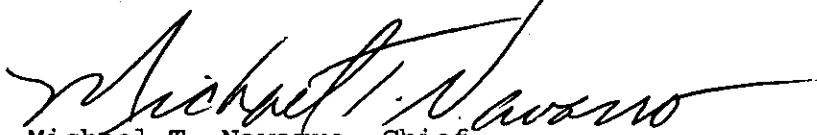
This is to provide a list of the State holidays to be observed by excluded employees during the 2003 Calendar Year. Employees shall be entitled to the following holidays:

| | |
|------------------------------|----------------------------|
| Wednesday, January 1, 2003 | New Year's Day |
| Monday, January 20, 2003 | Martin Luther King Jr. Day |
| Wednesday, February 12, 2003 | Lincoln's Birthday |
| Monday, February 17, 2003 | Washington's Birthday |
| Monday, March 31, 2003 | Cesar Chavez Day |
| Monday, May 26, 2003 | Memorial Day |
| Friday, July 4, 2003 | Independence Day |
| Monday, September 1, 2003 | Labor Day |
| Monday, October 13, 2003 | Columbus Day |
| Tuesday, November 11, 2003 | Veteran's Day |
| Thursday, November 27, 2003 | Thanksgiving Day |
| Friday, November 28, 2003 | Day after Thanksgiving |
| Thursday, December 25, 2003 | Christmas 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 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, Analyst, within the Personnel Services Branch, Classification and Compensation Division.



Michael T. Navarro, Chief
Classification and Compensation Division