

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS      DATE: September 30, 2003  
REFERENCE CODE: 2003-039

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 2004 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 2004 Calendar Year. Employees shall be entitled to the following holidays:

Thursday, January 1, 2004	New Year's Day
Monday, January 19, 2004	Martin Luther King Jr. Day
Thursday, February 12, 2004	Lincoln's Birthday
Monday, February 16, 2004	Washington's Birthday
Wednesday, March 31, 2004	Cesar Chavez Day
Monday, May 31, 2004	Memorial Day
Monday, July 5, 2004	Independence Day (Observed)
Monday, September 6, 2004	Labor Day
Monday, October 11, 2004	Columbus Day
Thursday, November 11, 2004	Veteran's Day
Thursday, November 25, 2004	Thanksgiving Day
Friday, November 26, 2004	Day after Thanksgiving
Saturday, December 25, 2004	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

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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 has questions regarding the holidays or personal holiday, they may contact Clarice Pace, Analyst, within the Personnel Services Branch, Policy and Operations Division.

Bob Painter, Chief  
Policy and Operations Division