

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Holiday Pay - Bargaining Units 12, 16, 18, and 19	REFERENCE NUMBER: 2010-021
DATE ISSUED: 9/27/2010	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations Division

CONTACT: Personnel Services Branch
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Bargaining Units 12, 16, 18, and 19 have reached agreements that have been ratified by the Legislature and signed by the Governor. Holiday Pay provisions within these agreements are effective September 1, 2010.

HOLIDAY PAY

Employees in Bargaining Units 12, 16, 18, and 19 shall receive compensation for the following holidays as detailed below. All other holidays shall be compensated as provided by GC Section 19853, PML 2009-040 (<http://www.dpa.ca.gov/personnel-policies/pmls/2009/html/2009040.htm>).

January 1st
The last Monday in May
July 4th
The 1st Monday in September
Thanksgiving Day
December 25th

Bargaining Unit 12

Permanent and part-time employees that work on the holidays listed above shall be paid one and one-half (1½) times for all hours worked.

PI employees shall receive straight time for all hours worked on a holiday unless such time exceeds 40 hours in a work week (168 hours or seven consecutive 24-hour periods).

Bargaining Unit 16

Employees that work on the holidays listed above shall receive eight hours of holiday credit and one hour Administrative Time Off for every two hours worked.

Bargaining Unit 18

Employees other than permanent intermittent (PI) that work on the holidays listed above shall be paid one and one-half (1½) times for all hours worked.

PI employees shall receive straight time for all hours worked on a holiday unless such time exceeds 40 hours in a work week (168 hours or seven consecutive 24-hour periods).

Bargaining Unit 19

Employees that work on the holidays listed above shall receive eight hours of holiday credit and four hours of Informal Time Off.

Designated personnel staff with questions regarding Holiday Pay may contact the Personnel Services Branch as shown above.

/s/Julie Chapman

Julie Chapman
Chief Deputy Director