

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 2015 State Holidays for Excluded Employees	REFERENCE NUMBER: 2014-041
DATE ISSUED: 11/07/14	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers
Personnel Transactions Supervisors**

FROM: California Department of Human Resources
Labor Relations Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 322-0765
Email: psb@calhr.ca.gov

The following chart shows the 2015 holiday schedule for excluded employees.

2015 Holiday Schedule – Excluded Employees	
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Jr. Day
Monday, February 16	Presidents' Day
Tuesday, March 31	Cesar Chavez Day
Monday, May 25	Memorial Day
Saturday, July 4	*Independence Day
Monday, September 7	Labor Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day after Thanksgiving
Friday, December 25	Christmas Day

*When a holiday falls on a Saturday, Holiday Credit provisions apply.

In addition to the holidays listed, excluded employees receive one personnel holiday per fiscal year.

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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 position where leave credits are earned; or (c) appointed to a Career Executive Assignment (CEA) for more than six months. Once eligible employees complete six months of their initial probationary period, they are credited with a personal holiday for the current fiscal year. Thereafter, the personal holiday is credited on July 1 of each year.

For questions related to this PML, State department personnel office designated liaisons should contact the Personnel Services Branch by emailing questions to psb@calhr.ca.gov or calling (916) 323-3343.

/s/Mary Sue Paul

Mary Sue Paul, Manager
Personnel Services Branch