California Department of Human Resources
Memorandum

TO: Personnel Management Liaisons (PML)

SUBJECT: 2016 State Holidays for Excluded Employees	REFERENCE NUMBER: 2015-033
DATE ISSUED: November 24, 2015	SUPERSEDES:

This memorandum should be forwarded to:

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

FROM: California Department of Human Resources
           Personnel Management Division

CONTACT**:** Personnel Services Branch
           (916) 323-3343
           Fax: (916) 322-1886
           Email: psb@calhr.ca.gov

The following chart shows the 2016 holiday schedule for excluded employees.

2016 Holiday Schedule – Excluded Employees	
Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King Jr. Day
Monday, February 15	Presidents' Day
Thursday, March 31	Cesar Chavez Day
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Friday, November 11	Veterans Day
Thursday, November 24	Thanksgiving Day
Friday, November 25	Day after Thanksgiving
Monday, December 26	*Christmas Day (observed)

*When a holiday falls on a Sunday, the Holiday is observed on the following Monday.

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

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/Bryan Baldwin

Bryan Baldwin, Chief
Personnel Management Division