

HUMAN RESOURCES MEMORANDUM 20-033		DATE ISSUED: 12/03/2020
SUBJECT: 2021 STATE HOLIDAYS FOR EXCLUDED EMPLOYEES		REFERENCE: CalHR 2109
TO: DGS Managers, Supervisors, Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: <i>HR Memo 19-019</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The following chart shows the 2021 holiday schedule for excluded employees:

DAY	HOLIDAY
Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King Jr. Day
Monday, February 15	Presidents' Day
Wednesday, March 31	Cesar Chavez Day
Monday, May 31	Memorial Day
Monday, July 5	Independence Day (Observed)**
Monday, September 6	Labor Day
Thursday, November 11	Veterans Day
Thursday, November 25	Thanksgiving Day
Friday, November 26	Day after Thanksgiving
Saturday, December 25	Christmas Day*

*When a holiday falls on a Saturday, employees shall receive holiday credit.

**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 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) position 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 memorandum, please contact your designated Personnel Specialist.

AMY APPLGATE, Personnel Officer
Office of Human Resources

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