

HUMAN RESOURCES MEMORANDUM 23-002		DATE ISSUED: 01/20/2023
SUBJECT: PERSONAL HOLIDAY		REFERENCE: CalHR Manual 2110
TO: All Department of General Services (DGS) Employees		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL EMPLOYEES

Purpose

The purpose of this memorandum is to provide employees with updated information regarding changes to the Personal Holiday leave benefit.

Personal Holiday

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.

Personal Holiday Change Effective January 1, 2023

Effective January 1, 2023, Government Code section 19853, which specifies State employee holidays, is amended. The amendment provides that employees who are eligible for a [Personal Holiday](#) may, at their discretion, exchange it to observe one of the following recognized holidays:

Lunar New Year	The date corresponding with the 2nd or 3rd New Moon following Winter Solstice
Genocide Remembrance	April 24
Juneteenth	June 19
Native American Day	The fourth Friday in September

The exchange for observing one of the above holidays is requested and authorized in the same method personal holiday/leave requests are currently processed.

For additional information on State Holidays, visit the California Department of Human Resources (CalHR) web page for [CalHR Manual Section 2110 – Personal Holidays](#) and [State Holidays](#).

Frequently Asked Questions

Question: I have one (1) or more Personal Holiday credits available. Can I use that Personal Holiday in exchange for one of the recognized holidays?

Answer: Yes, if an employee has an unused Personal Holiday credit, then it may be exchanged to observe one of the recognized holidays outlined above.

Question: Do I receive all four (4) recognized holidays off work?

Answer: No. Employees eligible for a Personal Holiday may exchange their one (1) Personal Holiday to observe one (1) of the recognized holidays outlined above.

Question: If I want to observe one or more of the recognized holidays outlined above, but I do not have a Personal Holiday credit available, can I use my available leave credits?

Answer: Yes, an employee can request to observe any recognized holidays outlined above by following their program's established time-off request process and utilizing any available leave credits, except sick leave.

Questions

If employees have questions regarding the guidance and information in this memorandum, they are encouraged to contact their manager/supervisor.