

HUMAN RESOURCES MEMORANDUM 17-011		DATE ISSUED: 6/15/2017
SUBJECT: PAL Holiday Entry for Intermittent Employees		REFERENCE: None
TO: Director, Chief Deputy Director, Deputy Directors, Office/Branch Chiefs, Managers, Supervisors, Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

This HR Memo is to inform you of an upcoming PAL change for Intermittent employees.

PAL Change and Effective Date

Effective with the July 2017 pay period, a new process will automatically calculate and insert observed holiday hours for eligible intermittent employees to ensure they receive the correct number of observed holiday hours for which they are entitled.

Observed Holiday Calculation

Intermittent employees shall receive observed holiday compensation on a pro rata basis, based on total hours worked during the pay period for observed holidays in accordance with the following chart:

Hours on Pay Status During Pay Period	Holiday Hours for Each Holiday
0 through 10.9	0
11 through 30.9	1
31 through 50.9	2
51 through 70.9	3
71 through 90.9	4
91 through 110.9	5
111 through 130.9	6
131 through 150.9	7
151 or over	8

Retired Annuitants are not entitled to observed holiday compensation. All hours on pay status count as hours worked including paid leave and overtime. Observed Holiday hours cannot be included as hours worked.

New PAL Process

PAL was updated to prevent intermittent employees from entering their own observed holiday hours via the PAL 'HOL' alias. Instead, holiday hours will be entered by an automated process prior to executing the Positive Pay interface. This process will total the approved hours on pay status, determine the observed holiday hours based on the chart above, and apply them to each holiday in the monthly pay period.

Semi-monthly Employees

In order to appropriately calculate the monthly hours worked for intermittent employees with a semi-monthly pay basis, the automated process will run the 2nd business day after the end of the 2nd half semi-monthly pay period. This means that observed holidays that fall within the 1st half semi-monthly pay period cannot be entered or compensated until after the hours in the 2nd half semi-monthly pay period are complete and approved.

Corrections to Observed Holiday Entries

Should corrections need to be made to the HOL alias as a result of a change to hours worked, please submit a DGS OHR 22 to your assigned OHR Personnel Specialist.

Questions

Questions regarding intermittent holiday policy can be directed to your assigned OHR Personnel Specialist. Any questions regarding the automated process may be directed to any of the following members of the ABMS HR team:

- Terry Werner at (916) 376-5381
- Selina Mulligan at (916) 376-5382
- Mary Ellen Ruiz at (916) 376-5383

LISA YORK, Personnel Officer
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