

HUMAN RESOURCES MEMORANDUM 18-005		DATE ISSUED: 02/07/2018
SUBJECT: HOLIDAY CREDIT IN LIEU OF SATURDAY HOLIDAY		REFERENCE: None
TO: All DGS Employees		SUPERCEDES: HR Memo 12-002

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

This memorandum is to provide information regarding the Cesar Chavez Day holiday, Saturday, March 31, 2018.

Holiday Credit

Pursuant to bargaining unit agreements, holidays falling on a Saturday will be posted as Holiday Credit. The State Controller's Office will automatically post the Holiday Credit hours for the Cesar Chavez Day holiday to the March 2018 leave period.

This Holiday Credit provision also applies to excluded (non-represented) employees.

Holiday Credit Accrual

Full-time employees accrue eight hours of Holiday Credit. Part-time or fractional employees accrue hours equal to their time base, up to eight hours.

For Permanent Intermittent employees, the amount of Holiday Credit hours earned is based on the total number of hours the intermittent employee works during the holiday month.

Availability

The Holiday Credit is available for use as of Saturday, March 31, 2018.

Questions

If you have any questions, please contact your assigned Personnel Specialist.

ESTELA GONZALES, Chief
Office of Human Resources

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