

HUMAN RESOURCES MEMORANDUM 24-019		DATE ISSUED: 12/10/2024
SUBJECT: 2025 Holiday Schedule – Excluded Employees		REFERENCE: CalHR 2109
TO: All Department of General Services Employees		SUPERCEDES: HR Memo 20-033

Purpose

This memorandum identifies the 2025 holidays for excluded employees. Holiday provisions for employees covered by bargaining agreements may be found in the appropriate Memoranda of Understandings for each bargaining unit.

DAY	HOLIDAY
Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King Jr. Day
Monday, February 17	Presidents' Day
Monday, March 31	Cesar Chavez Day (Observed)*
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Day after Thanksgiving
Thursday, 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

***When November 11 falls on a Saturday, the preceding Friday is observed

In addition to the holidays listed above, excluded employees receive one (1) personal holiday per fiscal year.

To be eligible for a personal holiday (PH), 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.

Resources

[CalHR 2109 – Holidays for Excluded Employees](#)

- Government Code sections [19853](#), [19854](#)

[CalHR 2110 – Personal Holidays](#)

- Government Code sections [19853](#), [19853.2](#), [19854](#)

Questions

Questions not addressed in this memorandum should be directed to managers or supervisors and/or employee representatives as appropriate.