

Human Resources Branch Memorandum

SUBJECT: Holiday Credit in Lieu of a Personal Holiday	NUMBER: HRB 22-032
	DATE ISSUED: November 30, 2022
DISTRIBUTION: All CDFW Employees	EXPIRES: Until Superseded

Action Required

Informational Only

Control Agency Directive

Purpose

The purpose of this memorandum is to notify employees that in accordance with [Government Code \(GC\) section 19853](#) effective January 1, 2023, employees who receive an annual Personal Holiday may elect to exchange it for a holiday credit to observe one of the four recognized State holidays as outlined below.

Authority

[Bargaining Unit \(BU\) Memorandum of Understandings \(MOU\)](#)
[California Department of Human Resources \(CalHR\) Personal Holiday Policy](#)
GC sections [19853](#) and [19854](#)

Eligibility

Effective January 1, 2023, employees who receive an annual Personal Holiday may elect to exchange it for a holiday credit to observe one of the following recognized State holidays:

1. Lunar New Year – 2nd or 3rd new moon following Winter Solstice
2. Genocide Remembrance – April 24th
3. Juneteenth – June 19th
4. Native American Day – the fourth Friday in September

Most employees receive a Personal Holiday after serving six months of their initial probationary period and once every fiscal year thereafter. To determine if an employee is eligible for a Personal Holiday, refer to the applicable [BU MOU](#), or for excluded employees, refer to [GC section 19854](#).

Personal Holidays are granted in units rather than hours, therefore the employee's time base at the time of use determines the worth of the leave. For example, a full-time employee receives eight hours when they use their Personal Holiday; a part-time employee receives a proportion to the time-base worked; and an intermittent employee receives leave based on the number of hours worked during the pay period in which the Personal Holiday is used. Refer to the tables in the [CalHR Personal Holiday Policy](#) to determine part-time and intermittent employees' Personal Holiday hours.

Holiday Credit in lieu of a Personal Holiday can only be used one time per fiscal year (July 1 – June 30).

Timesheet Documentation

Employees electing to use holiday credit in lieu of their annual Personal Holiday on an eligible recognized State holiday must use leave code "HCL" in Tempo and indicate the holiday that is being observed in the comments section of the timesheet. Timesheets not meeting these requirements, will be rejected pending corrections.

Contact

If you have any questions or need additional information, please submit an inquiry via the [Ask HR](#) portal.