

## **PERSONAL HOLIDAY FAQs**

1. **Q: Does an employee need to serve a new waiting period for Personal Holiday when reinstating to state service?**

A: No, provided the employee completed six months of his or her initial probationary period in state service during his/her prior appointment.

2. **Q: Does an employee receive a Personal Holiday upon reinstatement for the current fiscal year (prior to July 1)?**

A: Yes, provided the employee has completed six months of his or her initial probationary period in state service, and has not previously received a Personal Holiday in the current fiscal year.

3. **Q: Does an employee receive one or two Personal Holiday accruals when the last day of their waiting period falls on June 30<sup>th</sup>?**

**For example, if an employee completes their waiting period on 06/30/22, are they entitled to one Personal Holiday for the 21/22 fiscal year, based on completing the first six months of their probationary period, and then would receive a second Personal Holiday at the beginning of the new 22/23 fiscal year, as of July 1?**

A: The employee will receive two Personal Holiday accruals. One Personal Holiday will be credited upon completion of their six-month waiting period in FY 21/22 and a second Personal Holiday will be credited on the first day of July for FY 22/23.

4. **Q: How do you determine a Personal Holiday waiting period?**

A: Full-time and part-time employees: The start of the waiting period is determined by their appointment date. The waiting period is completed once the employee completes six months of their initial probationary period, or for intermittent employees, after the completion of 960 hours.

5. **Q: Are Limited Term employees eligible for a Personal Holiday?**

A: If the employee is new to state service and has not completed a probationary period they are not eligible to receive a Personal Holiday. However, if the employee had a prior permanent position and completed six months of their initial probationary period, they are eligible to receive a Personal Holiday.

6. **Q: Do employees who earn Personal Holiday in July of each fiscal year also earn Holiday Credit in lieu of a Personal Holiday?**

A: No, employees cannot receive both Personal Holiday and Holiday Credit in lieu of a Personal Holiday. See bargaining unit contract for credit in lieu of a Personal Holiday. In total, the employee should only receive one Personal Holiday per fiscal year.

## **PERSONAL HOLIDAY FAQs**

- 7. Q: If an employee transfers/promotes from one bargaining unit to another which has different rules for Personal Holiday vs. Holiday Credit, do they need to serve a waiting period for Personal Holiday, if they have completed the initial six months of their probationary period?**

**For example, Bargaining Units 5, 6, 12, and 13 earn Holiday Credit in lieu of Personal Holiday.**

**If an employee in one of the aforementioned bargaining units transfers/promotes to a position in a bargaining unit which earns Personal Holiday, would the employee need to serve a waiting period for Personal Holiday?**

**A:** No. The Personal Holiday waiting period is based on the employee's initial six months of their probationary period whether they are in a bargaining unit that earns Personal Holiday or Holiday Credit in lieu of.

- 8. Q: If an employee transfers/promotes from a bargaining unit that earns Personal Holiday to a bargaining unit that earns Holiday Credit, does the Personal Holiday transfer/convert into Holiday Credit or remain as a Personal Holiday until the leave has been used?**

**A:** The bargaining unit contract is silent on conversion of Personal Holiday to Holiday Credit. Therefore, the Personal Holiday earned would remain on the books until the employee uses that leave, and a non-standard accrual rate of zero is added to the Personal Holiday benefit. Upon movement to a bargaining unit that earns Holiday Credit, the employee would then follow the provisions set forth in that bargaining unit contract.

- 9. Q: Civil Service Exempt Bargaining Unit 03 at Department of Education (CDE) State Special Schools receive two Personal Leave Days. Are they eligible to earn Personal Holidays?**

**California Department of Corrections and Rehabilitation (CDCR), Office of Correctional Education (OCE), and the Division of Juvenile Justice (DJJ), Correctional Education Authority (CEA) employees on a 220-day calendar receive three Personal Necessity Days. Are they eligible to earn Personal Holidays?**

**A:** No. The employees described above are excluded from the holiday, vacation and annual leave provisions of the contract.

- 10. Q: Are Temporary Authorization Appointment employees, such as Student Assistants, eligible for Personal Holidays?**

**A:** No, unless they have completed the initial six months of a probationary period in another permanent position.

## **PERSONAL HOLIDAY FAQs**

- 11. Q: If an employee is new to state service and is in R12, do they have to serve a waiting period in order to earn their first Holiday Credit in lieu of Personal Holiday? In other words, do the Personal Holiday policies apply when posting hours for Holiday Credit in lieu of Personal Holiday?**

**For example, if an employee is hired in April, do they receive Holiday Credit in lieu of Personal Holiday in April, for the current fiscal year, since Holiday Credit has no waiting period; or do they receive their first Holiday Credit in lieu of Personal Holiday in July of the same year; or do they have to be permanent and serve the initial six months of their probation before they receive their first Holiday Credit in lieu of Personal Holiday?**

**A:** Employees would not receive their HC in lieu of PH until July 1: Article 9 (C-E) states on July 1st, all permanent employees shall receive eight (8) hours of holiday credit in lieu of a personal holiday credit. Less than full-time employees shall receive holiday credit in accordance with their time base as provided in Addendum 3. Intermittent employees shall receive holiday credit as provided in Addendum 3.