Office of Administrative Solutions Financial Affairs Department of Accounting Payroll and Timekeeping Office



## **FACT SHEET**

This fact sheet provides general information concerning key pay issues addressed in the CDHS Holiday Policy V-5.9. Information contained here is not meant to be all-inclusive, providing instead, a general overview of select matters of general interest.

Topic	
State Holidays	<ul> <li>Ten (10) legal holidays* are observed each fiscal year, with employees allowed to substitute Cesar Chavez Day for a holiday within the same fiscal year.</li> <li>Each holiday grant will be adjusted by any leave without pay posted in that calendar month.</li> </ul>
Pay	<ul> <li>Permanent full-time employees are granted eight hours of paid holiday leave for each recognized holiday. Leave for permanent part-time monthly employees is based on established FTE.</li> <li>Permanent part-time employees working a bi-weekly schedule are granted leave based on hours worked (excluding overtime) and paid leave during the calendar month.</li> <li>To be paid for the holiday, an employee must be on the payroll when the holiday is observed in order to receive pay.         <ul> <li>Where a holiday is observed on the first regularly scheduled workday of the month of hire, leave will be paid provided the employee works the next scheduled workday after the holiday.</li> <li>Where a holiday is observed on the last regularly scheduled workday of the month, an employee terminating employment shall be granted pay provided the employee was working or was on paid leave the workday prior to the holiday.</li> </ul> </li> <li>Holiday leave balances must be used before using annual leave.</li> <li>Holiday leave balances or monthly holiday accrual may be used to complete an employee's workweek.</li> </ul>
Overtime	Holiday hours are not considered time worked in the calculation of overtime for non-essential, non-exempt employees but are for essential, non-exempt employees.

Other paid leave	<ul> <li>Observed Holidays are posted as used for employees on Injury Leave and the holiday does not count towards the 90 days of injury leave.</li> <li>Observed Holidays are posted as used for employees on Administrative Leave Investigation and the investigation is suspended for that day.</li> <li>Sick leave or bereavement leave is not exchanged for an employee already on Holiday Leave.</li> </ul>
Flex Schedules	Unit Time Managers should consult Central Time Managers when recording Holidays for Monday or Friday Flex Schedules.
Holiday Balances	<ul> <li>Employees will be paid for unused holiday balances when they leave employment with CDHS or transfer to another agency within CDHS.</li> <li>All unused holiday balances as of June 30<sup>th</sup> will be paid to the employees.</li> </ul>

 $<sup>\</sup>hbox{* Schedule of observed holidays is available from agency Central Time Managers.}$