

Distribution Date	September 3, 2026
To	PPOC.ALL
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	2027 County Holiday Calendar Request – Due September 30, 2026

PPOCs, please forward to the appropriate impacted staff in your county:

- | | |
|--|--|
| ☒ General | ☐ Reports |
| ☒ Policy | ☐ Fiscal |
| ☒ CW | ☐ Caseload Movement |
| ☒ CF | ☐ Management |
| ☐ MC | ☒ Batch and Interfaces |
| ☐ CMSP | ☒ Fiscal |
| ☒ FC/KG/AAP | ☒ GA/GR |
| ☐ Child Care | ☐ Help Desk |
| ☐ WtW | ☐ Imaging |
| ☐ Other Program(s) _____ | ☐ Security |
| ☒ BenefitsCal | ☐ Task Management |
| ☐ Customer Correspondence | ☒ Technical |
| ☐ OCAT | ☐ Training |
| ☐ Other _____ | |

Description

Purpose

The purpose of this CIT is to remind the 58 CalSAWS counties to enter their 2027 annual Holiday Schedule into CalSAWS in a timely manner.

This information is required to support County Interface scheduling, automatic appointment scheduling and county specific business day calculations.

Background

CalSAWS will utilize the County Holiday Calendar to:

- Auto-schedule customer appointments up to 90 days in advance.
- Date applications received through BenefitsCal.
- County availability for Contact Centers.
- Plan Batch run dates.

It is important to have your County Holidays entered into the system as early as possible prior to the new year to ensure that all actions taken by the system are accurate.

Attached is a copy of the 2027 Federal Holiday Schedule, which may be helpful as you prepare and enter your County's 2027 Holiday Schedule.

	Additional Information Federal Holidays (listed in the attached schedule) are usually observed by all Counties. Please add any County specific Holidays based on your best estimate when entering your 2027 County Holiday Schedule. Counties that enter their 2027 holiday schedules in CalSAWS by September 30, 2026, will not be required to submit a County Operational Request. If it is later determined that any entered holiday dates are inaccurate for your County, please notify us as soon as possible by submitting a County Operational Request in ServiceNow. Note: The March 30 holiday has been renamed Farmworkers Day. County Action County staff with the appropriate security right must enter their County's 2027 Holiday Schedule in CalSAWS by September 30, 2026. Instructions for entering county holidays in CalSAWS can be found in the attached document, County Holiday Calendar Steps.docx. If you have questions on this CIT, please reach out to the Primary and Backup Contacts, and cc your Regional Managers.
Primary Project Contact	Sheryl Eppler CalSAWS Fiscal Team Business Analyst EpplerSE@calsaws.org
Backup Project Contact	Claudia Pinto-Castro CalSAWS Fiscal Team Business Analyst PintoC@calsaws.org
Attachments	2027 Payroll Calendar-Proposed.xlsx 2027 Federal Holidays.xlsx County Holiday Calendar Steps.docx
Communication Portal Link	 OR You may also retrieve the CIT document and attachments by following these steps: 1. Hover over the Communications & Resources tab at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2026" folder. 4. Click on the appropriate CIT # folder.