

2010 HOLIDAY SCHEDULE

DATE	DAY OF THE WEEK	HOLIDAY
January 1	Friday	New Year's Day
January 18	Monday	Martin Luther King's Birthday
February 15	Monday	President's Day
May 31	Monday	Memorial Day
July 5	Monday (Observed)	Independence Day
September 6	Monday	Labor Day
November 11	Thursday	Veteran's Day
November 25 & 26	Thursday/Friday	Thanksgiving
December 23	Thursday (Observed)	Christmas Eve
December 24	Friday (Observed)	Christmas Day

FROM THE COMPENSATION, BENEFITS AND WORKING CONDITIONS RESOLUTION

Section 11.01. Coverage. All regular and probationary employees of the County shall be entitled to holidays with pay.

Section 11.03. Floating Holidays. Annually on January 1st of each succeeding year two (2) floating holidays shall be granted as follows:

- (a) Employees who began work between January 1 and the last day of February of any given year shall receive two (2) floating holidays.
- (b) Employees who began work between March 1 and September 30 of any given year shall receive one (1) floating for that year.
- (c) Employees hired on or after October 1st will not receive any floating holidays for that year.
- (d) Subject to advance approval by the department, these holidays may be taken at any time during the calendar year but must be taken within the calendar year in which they are given. Floating holidays are to be taken eight (8) hours at a time and are not to be utilized on a partial basis except for employees on a 4/10 schedule who may use them in two (2) hour increments to supplement their 8 hour holidays. Part-time employees shall receive floating holidays in proportion to the relationship their basic work week bears to forty (40) hours. Except as provided hereafter, if a request to use a holiday has been made and denied twice prior to September 30, the employee shall be compensated at time and one-half for eight (8) hours for the holiday.
 - (1) Failure to take the floating holiday within the specified time shall result in the loss of any unused holidays at the end of the calendar year. Upon termination, no payout will be made for unused floating holidays unless the employee has attempted to take them and has been denied. Employees who are laid off shall receive pay for all unused floating holidays.

Section 11.04 Miscellaneous Provisions.

- (a) Whenever a legal holiday falls on a Sunday, the following business day shall be considered a legal holiday.
- (b) Whenever a legal holiday falls on a Saturday, the preceding business day shall be considered a legal holiday.
- (c) An employee, whose regular days off are other than Saturday and Sunday, shall for purposes of this Section, consider their first day off as Saturday and the second day off as Sunday.
- (d) Employees in bargaining units 6 and 7 who work on either the County observed holiday or the legal holiday shall be entitled to overtime compensation for the hours actually worked. An employee who works on both the County observed holiday and the legal holiday shall select which day will be compensated as overtime.
- (e) A regular employee, whose basic work week is other than Monday through Friday, and whose regular day off falls on a legal holiday, shall at the discretion of the appointing authority be entitled to: (i) equivalent compensated time off scheduled the working day preceding or following the legal holiday; or (ii) equivalent compensated time off scheduled within sixty (60) days following the legal holiday; or (iii) pay for eight (8) hours work. Compensated time off due to any employee shall be equivalent to a maximum of eight (8) hours.
- (f) A regular part-time or intermittent employee shall be entitled to a holiday with pay only if (i) but for such holiday the employee would be scheduled to work and (ii) such employee is in a paid status on the date immediately preceding or succeeding the holiday (as defined in this Article). The employee shall receive the number of hours their schedule bears to full time (40 hour) employment.
- (g) In order to be eligible for holiday pay, an employee must be at work or on paid leave on the regularly scheduled work day immediately preceding the holiday and the regularly scheduled work day immediately following the holiday. This does not affect people who work shifts and their regularly scheduled day off is before or after a holiday.
- (h) Employees of the Courts, Probation Department and District Attorney's Office, required to observe court holidays, as established by the Judicial Council of California, shall observe those holidays as required by the Judicial Council. On those occasions when the Council dictates the Courts to observe a holiday on a day which is different than that of the rest of the County, the Courts and required employees shall observe the official Court holiday on the date designated by the Judicial Council. When a holiday identified by the Judicial Council is not observed by the County, court employees shall take the holiday by using floating holidays, vacation, CTO or other approved leave. Christmas Eve, which is not a court holiday, but a County holiday, will be taken as a floating holiday between December 23rd and the end of the year. In no case shall Court employees receive more holidays than the rest of the County employees.