

14. HOLIDAYS

A. Eligibility

1. Only regular, probationary and limited-term employees shall be eligible for paid holidays.
2. An employee must work or be paid for all or part of both the employee's regularly scheduled workday before and after a holiday to be eligible for that holiday.
3. An employee who is terminating his/her employment for reasons other than paid county retirement must not use annual/vacation leave, sick leave or comp time on the day after a holiday if ~~his/her~~ the employee's last actual working day falls before the holiday. A holiday or floating holiday shall not be used as the date of termination (e.g. January 1st) in order to be paid for that day.
4. A part-time employee shall receive those paid holidays on the same basis as ~~his/her~~ the employee's basic workweek relates to forty (40) hours, regardless or work scheduled.

B. Holidays Worked

1. Any employee who is required to work on a fixed paid holiday, which is part of ~~his/her~~ the employee's regular workweek, shall be entitled to holiday compensatory time off for the time actually worked. A full-time employee whose regularly scheduled day off falls on a full paid holiday shall be entitled to eight (8) hours of compensatory time off. A full-time employee whose regularly scheduled day off falls on a partial paid holiday shall be entitled to four (4) hours of holiday compensatory time off. Departments shall make every effort to schedule time off within the fiscal year it was earned. Holiday compensatory time off shall count as time worked for purposes of overtime.
2. Holiday CTO shall be transferred to an employee's regular overtime CTO balance in lieu of pay provided the combined CTO and holiday overtime does not exceed eighty (80) hours as provided in Section 20.2.B.e of this Memorandum of Understanding.
3. When a paid holiday falls on a Saturday, the preceding Friday is a paid holiday. When a paid holiday falls on a Sunday, the Monday following is a paid holiday. The half-day (1/2) holidays (Christmas Eve Day and New Years' Eve Day) shall generally be scheduled on the workday prior to the day the holiday (Christmas Day and New Years' Day) falls on.
4. For employees on a 4-10 or 9-80 modified workweek, if a holiday falls on the employee's regularly scheduled day off, the employee shall be entitled

to eight hours of comp time off. If a holiday is celebrated on a scheduled workday, the employee is granted the day off and leave is deducted from the accrued leave balances for the hours, which that day's schedule exceeds the eight (8) hour holiday. If the employee has no comp time or vacation leave balance, the time will be recorded as leave without pay.

C. Holidays

1. Fixed Paid Holiday Include:

January 1st – New Year's Day

The third Monday in January – Martin Luther King's Birthday

February 12th - Lincoln's Birthday

The third Monday in February - Washington's Birthday

The last Monday in May - Memorial Day

July 4th - Independence Day

The first Monday in September - Labor Day

The second Monday in October - ~~Columbus Day~~ Indigenous Peoples' Day

November 11th - Veterans' Day

Thanksgiving Day - Traditional as designated by the President or Governor

Friday - the day after Thanksgiving Day

December 25th - Christmas Day

~~Upon request, the County will reopen negotiations on the addition of Cesar Chavez Birthday as a fixed holiday. This reopener shall not result in an increase in the total number of holidays provided unit employees.~~

2. Effective January 1, 2020 the fixed paid holidays in 14.C.1 shall be amended by adding:

December 24th Christmas Eve Day (~~beginning at 1:00 p.m.~~) half-day (1/2) day (4 hours) at the end of shift

December 31st New Year's Eve Day (~~beginning at 1:00 p.m.~~) half-day (1/2) day (4 hours) at the end of shift

In accordance with County code Section 2-01, the County's normal business hours are 8:00 a.m. to 5:00 p.m. As the normal workday is eight (8) hours and a normal meal period is one (1) hour, the County's anticipated meal period is from 12:00 to 1:00 which is unpaid. On these dates, employees who are scheduled to work, shall receive and shall use 4 hours of holiday pay, and shall work the balance of their regularly scheduled work shift.

3. Other Paid Holidays Include:

- a. ~~The last working day before Christmas Day or the last working day before New Year's Day. (County offices shall remain open for business on both days.)~~ The holiday may be taken any time during

~~the period between Christmas Eve and the end of the first full pay period in January of the new year. This paid holiday will sunset effective January 11, 2020.~~

- b. ~~Effective January 1, 2019, employees represented by this collective bargaining agreement shall be entitled to one (1) paid floating holiday in each calendar year.~~ Effective January 11, 2020, floating holidays shall be increased from one (1) to two (2) paid floating holidays in each calendar year. The timing of an employee's use of the floating holiday shall be subject to advance approval of the Department Head or ~~his/her~~ the Department Head's designee.
- c. Special or limited holidays appointed by the President or Governor.
- d. Such other days in lieu of holidays as the Board of Supervisors may determine.