

SECTION 18: HOLIDAYS

18.1 Recognized Holidays

Recognized holidays for ~~career~~ Employees in ~~Representation Units G-1, G-3, I-A, I-B, L, and R-1~~ shall be:

New Year's Day

Martin Luther King Jr.'s Birthday - observed on the third Monday in January

Lincoln's Birthday - deferred to Christmas Eve Day for Units I-A and I-B only

Lunar New Year

Washington's Birthday - observed on the third Monday in February

Cesar Chavez Day

Malcolm X's Birthday - observed on the Monday or Friday nearest May 19

Memorial Day - observed on the last Monday in May

Juneteenth

Independence Day

Labor Day - Observed on the first Monday in September

Yom Kippur

Indigenous Peoples Day - observed on the second Monday in October

Veterans Day

Thanksgiving Day

The day after Thanksgiving Day

Christmas Day

Every day appointed by the President, or Governor for a public fast, Thanksgiving or holiday.

18.2 Floating Holidays

Employees in the competitive service who have worked for the City six (6) months or more shall be granted ~~three (3)~~ **five (5)** floating holidays each calendar year. In the first calendar year of employment, employees shall be granted pro rata floating holidays as follows:

Hired January 1 - April 30	3 5 days
Hired May 1 - August 31	2 4 days
Hired September 1 - December 31	4 3 day

18.2.1 Additional Floating Holidays

For employees who were required to remain in the workplace from March 17, 2020 – June 1, 2020, the City will provide 8 hours of floating holidays for every 40 hours of regularly scheduled hours worked in the workplace up to a maximum of 32 hours of floating holiday. The City will credit these floating holiday hours in the first full pay period after adoption of the MOU. The following classifications which, due to the nature of the assignment, require backfill, employees will be paid a

stipend in the amount of the earned floating holiday hours up to a maximum of 32 hours the first full pay period in August 2020:

Solid Waste Drivers, Solid Waste Workers, Long Haul Drivers, Community Services Officer, Public Safety Dispatchers I/II, and Supervising Public Safety Dispatchers.

City will use a specific pay code for these additional floating holiday hours that will be available until June 30, 2021. These additional 32 hours of floating holiday shall have no cash value and may not be used towards CalPERS retirement service credit as outlined in section 47.8.5 of the CSU MOU.

18.2 Use of Floating Holidays

The days selected shall be by mutual agreement between the employee and the Department Head (or his/her designee). Employees may take floating holidays in one hour increments. In the event mutual agreement cannot be reached on the selection of floating holidays, the employee shall have one (1) or two (2) or three (3) days added to his/her accrued vacation time. Employees who terminate employment within the first six (6) months of initial employment shall not be eligible for payout of any unused floating holidays.

18.3 Holidays for Employees with Schedules other than Monday through Friday

Employees whose workweek is Monday through Friday shall be allowed all holidays with pay which fall within such work week. Those employees whose work week is other than Monday through Friday shall be entitled to the same number of holidays, with pay, during each calendar year as are allowed to employees whose work week is Monday through Friday, and the procedure for allowing these holidays shall be established by the City Manager. The provisions of this Section 18.3 are not applicable to intermittent employees.

18.4 Work on a Holiday

An employee required to work on any day which is a holiday for employees whose work is Monday through Friday shall be paid for the number of hours worked during such day at the rate of one and one-half (1½) times the straight-time rate, based upon the employee's regular monthly salary, or shall be granted compensatory time off in any amount equal to one and one-half (1½) times the number of hours worked on such holiday. The hours worked on such a holiday and paid at the rate herein provided shall not be credited in computing the hours worked in the week for overtime purposes.

The holiday pay provided for shall be in addition to an employee's regular salary. In the event that the time worked on such a holiday also includes overtime, as provided in Section 13 (Overtime) of this Memorandum Agreement, payment will be made for the hours worked either as overtime under said Section 13 (Overtime), or as holiday pay under this Section 18 (Holidays), but will not be made under both Sections.

18.6 Holiday for Part-Time Employees

Regularly scheduled part-time employees working 20 hours or more per week shall be entitled to holiday pay on a pro-rata basis (Library Aides see Section 45).

In the event that a holiday occurs on the employee's regular scheduled day off, the employee shall receive holiday pay on a pro-rata basis or the employee, at his/her option, shall be permitted to

accrue the hours for use as paid time off. Such hours shall be reported as Holiday Compensatory Time Straight (Payroll Code HC). The amount of leave accrued under this section shall be limited to twenty (20) hours. An employee shall notify his or her supervisor at least two (2) weeks prior to the holiday regarding the selection of pay or the accrual of hours. Scheduling of accumulated time off shall be coordinated between the employee and his/her supervisor.

In the event that a holiday occurs on a day the employee is normally scheduled to work, the employee will receive holiday pay on a pro-rata basis and, if the employee's normal hours for that day exceed the holiday pay, the employee will be provided the option of working additional hours in the workweek or using accumulated paid time off to equal his/her normal schedule. The employees will notify his or her supervisor at least two (2) weeks prior to the holiday regarding his or her choice to work or use accumulated time off.

18.7 Paid Status

In order to be eligible for holiday pay, an employee must be on paid leave status on his or her regularly scheduled workday before the recognized holiday.