APPENDIX "B"

APRIL 9, 2024 BOARD OF SUPERVISORS AGENDA

EFFECTIVE APRIL 15, 2024

SECTION 900 - HOLIDAYS

910   Defined

Whenever the dates listed below fall within the normal workweek of Monday through Friday, they shall be considered holidays for all County employees, and all employees occupying permanent positions shall be entitled to take the same, up to a maximum of eight (8) hours, without deduction in pay therefor. Employees are eligible for holiday pay only if they are at work or on an approved annual or sick leave on their last assigned shift immediately before or after a holiday. Employees claiming annual leave for illness purposes or sick leave on their last assigned shift immediately before or after the holiday may be required by the department head with reasonable cause to provide a statement from a California licensed physician setting forth the specifics which necessitate the employee's absence for illness or injury purposes in order to be eligible for holiday pay.

Except as specified in Section 911, whenever the dates listed below fall on either a Saturday or Sunday they shall not be considered as holidays for County employee benefit purposes regardless of whether or not the employee actually works on that day.

Whenever employees, including incumbents in extra-help positions, working in classifications eligible for overtime are required to work on a holiday as defined herein, the time so worked shall be paid as overtime. Holiday hours to be paid as overtime shall include all consecutive shift hours worked when a major portion (greater than 50%) of the shift is worked on the holiday. Holiday overtime shall be limited to a single consecutive shift worked on the holiday. Those employees in permanent positions shall also receive an additional credit of holiday hours equal to the hours actually worked, not to exceed eight (8) hours of holiday credit.

Holiday overtime and holiday credit are not included as FLSA overtime in the FLSA work period. Therefore, holiday overtime and holiday credit can be received in cash or compensatory time off as set forth below.

1.   January 1 (New Year's Day)
2.   Third Monday in January (Martin Luther King, Jr.'s Birthday)
3.   Third Monday in February (Washington - Lincoln Day)
4.   March 31 (Cesar Chavez' Birthday)
5.   Last Monday in May (Memorial Day)
5 6.   June 19 (Juneteenth)
6 7.   July 4 (Independence Day)
7 8.   First Monday in September (Labor Day)
8 9.   November 11 (Veteran's Day)
9 10.   Fourth Thursday in November (Thanksgiving Day)
10 11. Friday following Thanksgiving
11 12. December 25 (Christmas)

12. Every Monday following a Sunday which falls on January 1, March 31, June 19, July 4, November 11, or December 25.

13. Every Friday when such Friday immediately precedes January 1, March 31, June 19, July 4, November 11, or December 25.

911   Holidays Celebrated on Action Actual Days

Notwithstanding the above, only the actual days upon which January 1, March 31, June 19, July 4, November 11, and December 25 fall shall be considered paid holidays for the following:

1.   Units 1, 2, 3, 4, and 7 employees working in a section setting which routinely remains open seven (7) days a week.

2.   Units 1, 2, 3, 4, and 7 employees working in Monday through Friday work units settings shall continue to celebrate January 1, March 31, June 19, July 4, November 11, and December 25 as provided in Section 910.