



EMPLOYEE MANUAL	
Title: HOLIDAYS	
Policy No.: 13.0	Section Nos.: 13.0 – 13.4
Approval Date: October 4, 2022	Effective Date: January 1, 2023
Approved By: Board of Directors	

13.0 HOLIDAYS

The following are paid holidays, which shall be observed by paid time off for all full-time probationary and full-time regular employees of the Agency other than employees working shift assignments. Employees on scheduled shift assignments must work assigned shifts on paid holidays. In order to be eligible for holiday pay, an employee must be scheduled to work on the actual holiday and be in an active status on both the day immediately preceding and following the holiday, (i.e. employees on an unpaid leave or other unpaid status are not eligible for holiday pay). No part-time or temporary employees shall receive paid holidays.

13.1 Paid Holidays

1. New Year's Day (January 1)
2. Martin Luther King's Birthday (Third Monday in January)
3. Presidents Day (Third Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (First Monday in September)
7. Veteran's Day (November 11)
8. Thanksgiving Day (Fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas Day (December 25)

13.2 Holiday Schedule

At the closing of each calendar year, the General Manager shall release the holiday schedule for the next calendar year, specifying the dates on which the Agency office shall be closed in observance of holidays. Those holidays falling on a Saturday will be observed on the prior Friday; those falling on a Sunday will be observed the following Monday. This schedule may be amended at the discretion of the Board. In order to be eligible for holiday pay, the employee must work his or her regularly scheduled workdays preceding and following the holiday unless the employee's absence on either of these days is an excusable absence. When an assigned holiday falls on a 9/80 non-workday under the 9/80 Work Plan, the holiday will be observed the day before the holiday.

13.3 Floating Holiday

In addition, each calendar year, all full-time probationary and full-time regular employees will be entitled to three floating holidays. A Floating Holiday is granted to each employee as a means of allowing them to take the entire day off of work in order to observe the Holiday of their choosing, in the manner of the paid holidays listed above. Thus, a Floating Holiday must be taken as a whole day, and not in incremental hours.

Each employee will be allotted three (3) regular days' of working hours. Under the 9/80 Work Plan, this totals 27 hours to cover 3 working days. However, these Floating Holiday hours



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may not be applied to more than three (3) workdays, and any “credit” balance for shorter workdays will be forfeited and not paid out. For example, if an employee selects a normal 8-hour Friday as their Floating Holiday, they will not be paid out for the leftover one (1) hour.

When the Agency Holiday schedule is created, and depending on how the calendar year falls, the General Manager (GM) reserves the right to designate certain days as Floating Holidays, reducing the employee’s allotment. For example, when Christmas Day lands on a Tuesday, the GM may designate Monday, December 24 as a Floating Holiday, thus leaving each employee two (2) Floating Holidays of their choice for the year.

If at the end of a calendar year an employee has not taken all of his or her Floating Holidays, the employee will be paid out for the remaining full days at the employee’s regular hourly rate. Employees who do not adhere to these stipulations may be subject to administrative action.

13.4 Holiday Overtime

Full-time “non-exempt” employees who work on an Agency holiday will be paid for the holiday and two times their normal hourly rate for each hour actually worked on the holiday, if eligible for overtime pay as defined in the Overtime Policy No. 10.