

**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 work day 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 may 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 work week relates to forty (40) hours, regardless of work schedule.

B. Holiday Compensation

- A. Any employee who is required to work on a fixed paid holiday, which is part of ~~his/her~~ the employee's regular work week shall be entitled to holiday compensatory time off for (CTO) 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 holiday 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 the time off within the fiscal year in which it was earned.
- B. 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.C.6** of this Memorandum of Understanding.
- C. Holiday CTO time taken shall be counted as time worked for purposes of overtime computation.
- D. 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 (½) 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.

C. Holidays

1. Fixed Paid Holidays 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
  
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.) With approval by the employee's supervisor, 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.

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- 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.