

7. Official Holiday Leave

- a. The following are the official holidays for all regular status and probationary employees, including those on an approved leave of absence who are receiving pay during the pay period in which the holiday falls. These are the paid holidays unless otherwise indicated:
 - January 1, “New Year’s Day”
 - Third Monday in January, “Dr. Martin Luther King, Jr. Day”
 - Third Monday in February, “President’s Day”
 - March 31, “Cesar Estrada Chavez Day”, non-paid holiday
 - Last Monday in May, “Memorial Day”
 - July 4, “Independence Day”
 - First Monday in September, “Labor Day”
 - November 11, “Veterans Day”
 - Fourth Thursday in November, “Thanksgiving Day”
 - Fourth Friday in November, “Day after Thanksgiving Day”
 - Christmas Eve - 1/2 Day
 - December 25, “Christmas Day”
- b. Dr. Cesar Estrada Chavez Day is a non-paid official holiday. Employees may use vacation or compensatory time for celebrating the holiday.
- c. When an official holiday, except Christmas Eve, falls on Saturday, the preceding Friday will be observed as a holiday. When an official holiday, except Christmas Eve, falls on Sunday, the following Monday shall be observed as a holiday.
- d. When Christmas Eve falls on a Saturday or a Sunday, every full-time regular status employee shall be allowed an additional four (4) hours of paid leave. 52 hour employees will receive an additional 5.2 hours of paid leave. Part-time employees will receive a prorated amount of paid leave. For example, a twenty (20) hour per week employee will receive an additional two (2) hours paid leave and a thirty (30) hour per week employee will receive an additional three (3) hours paid leave. This leave is approved under rules governing vacation leave.
- e. For each official holiday non-exempt employees shall receive, as determined by the department, one of the following:
 - The holiday off
 - An alternative day off, or
 - With regard to paid holidays, eight hours of additional pay for 40 hour per week employees and 10.4 hours for 52 hour per week employees.

- If Christmas Eve is worked and alternative time off is not given, 40 hour per week employees receive 4 hours of additional pay and 52 hour per week employees receive 5.2 hours of additional pay.
- f. Methods for the calculation and payment of holiday time may differ for represented employees. Any differences will be outlined in the governing memorandum of understanding for such employees.
- g.

Workweek Hours	Holiday Leave
52 hours	10.4 holiday hours
40 hours	8 holiday hours
31-39 hours	8 holiday hours
21-30 hours	6 holiday hours
11-20 hours	4 holiday hours
1-10 hours	2 holiday hours

- h. An employee, whose first day of work follows a holiday, does not receive pay for the holiday. A terminated employee whose last day worked is the day before a holiday will not receive pay for the holiday. An employee retiring from the City whose last day worked is the day before a holiday does not need to work the day following a holiday in order to receive pay for that holiday.

8. Holiday Special Leave

- i. In addition to the Official Holidays designated by the City (and for which the City offices are generally closed) every full-time regular status employee shall be granted Holiday Special Leave with pay per calendar year to be approved under rules governing vacation leave. Employees will receive Holiday Special Leave according to the following schedule and based on the position's standard hours:

Workweek Hours	Holiday Special Leave
52 hours	15.6 holiday hours
40 hours	12 holiday hours

- j. Part-time, regular status employees are eligible for a pro-rated number of Holiday Special Leave hours with pay per calendar year based on the

position's standard hours to be approved under rules governing vacation leave. For example, a twenty (20) hour per week employee will receive six (6) hours and a thirty (30) hour per week employee will receive nine (9) hours Holiday Special Leave.

- k. The amount of hours received for all regular status employees will be based on the employee's position standard hours as of January 1st of the calendar year. The Holiday Special Leave will not be modified or increased due to a change in the employee's position standard hours during the calendar year.
- l. Any Holiday Special Leave hours that have not been used during the calendar year will be forfeited.