

City of Mission Viejo

Personnel Policy

Subject: **HOLIDAYS**

Statement of Intent:

To define City observed holidays and pay practices for holidays for eligible full-time and part-time full-time equivalent (FTE) employees. This policy does not apply to hourly/seasonal/temporary job classifications.

Reference:

California Government Code 6700

Policy:

1. The City recognizes the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Family Day
10. Christmas Day

The City will observe seven (7) fixed holidays a year during which City Hall will be closed. These include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Family Day, and Christmas Day. In addition, City Hall will observe a Winter Closure by closing the City Hall offices on the Monday through Friday workdays from December 26th through 31st. Employees will have three (3) paid holidays to be used during the Winter Closure. Employees may use Comprehensive Annual Leave (CAL) credits, Compensatory Time Used (CTU), Leave Without Pay (LWOP) or Floating Holiday to balance the remainder of the Winter Closure.

2. The Administrative Services Department on or before December 1st will post a list of observed holiday dates each year for the following calendar year.
3. A personal Floating Holiday will be credited to all eligible employees annually on January 1st, in accordance with Section 6 of this policy. Eligible employees hired after January 1st will be credited with the Floating Holiday hours on their new hire date. The Floating Holiday must be taken as a single absence at the discretion of the employee with supervisory approval. Floating Holiday hours credited but not used on or before

December 31st each calendar year will be forfeited. Floating Holiday hours will be paid to the employee upon termination of employment.

4. Holidays falling on Sunday will be observed on the following Monday. Holidays falling on Saturday will be observed on the preceding Friday. As an exception to this section, eligible employees working for City programs that operate six (6) or seven (7) days per week will observe the holiday on the actual date.
5. Eligible employees who are not on paid status (i.e., working, CAL, etc.) for their entire scheduled regular shift immediately prior to and immediately following the holiday(s) will not be paid for the holiday(s), with the exception of the non-compensated day during the Winter Closure, as noted on Section 1.
6. Eligible full-time and part-time employees will receive holiday pay for the observed holidays based upon the employee's full-time equivalency (FTE) at the time of the holiday. For example, as follows:

<u>FTE</u>	<u>Holiday Pay</u>
1.000	8.0 hours
.900	7.2 hours
.800	6.4 hours
.750	6.0 hours
.625	5.0 hours
.500	4.0 hours

7. Depending on the needs of the City, employees may be scheduled to work on City observed holidays.
 - a. If an eligible non-exempt employee is required to work on a holiday, the employee will be paid at the rate of one and one half (1 ½) times their base hourly rate of pay for the actual hours of work. In addition, the employee will be paid holiday pay as explained in Sections 4 through 6 above.
 - i. An exception to the holiday pay hours listed in section 6 of this policy will be made for job classifications scheduled to work an alternative work week consisting of four 10-hour days, as defined in the Hours of Work Personnel Policy. If a 1.0 FTE employee is scheduled to work 10-hours on an observed holiday, that employee shall be granted 10.0 hours of holiday pay and not 8.0 hours.
 - b. Hours worked on a holiday are not considered hours worked for purposes of computing overtime.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed to have a direct financial impact on the City.

City Council approval is required prior to initial implementation and for any subsequent amendments.

Adopted: By City Council – September 11, 1989 – Res. No. 89-92.

Revised: By City Council – August 24, 1992 – Res. No. 92-153.

Revised: By City Council – December 13, 1993 – By Council Motion, effective January 1, 1994.

Revised: By City Council – February 24, 1997 – Res. No. 97-30, effective July 1, 1997.

Revised: By City Council – June 18, 2001 – Res. No. 01-99, effective July 1, 2001.

Revised: By City Manager – December 2007, effective December 2007.

Revised: By City Council – June 16, 2014 – Res. No. 14-31.

Revised: By City Council – May 10, 2016 – Resolution Number 16-19.