

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.
 - b. Hours worked on a holiday are not considered hours worked for purposes of computing overtime.
8. Holiday Bank: This section shall only apply to employees in the job classifications of Animal Services Supervisor, Animal Services Coordinator, Animal Services Volunteer Coordinator, Animal Control Officer, Animal Control Officer Trainee, Senior Animal Control Officer, Animal Care Technician, Senior Animal Care Technician, Animal Services Representative, or Senior Animal Services Representative.
 - a. Holiday Bank Hours shall be given for each City recognized holiday listed in Section 1 of this Personnel Policy. Part time employees shall be credited Holiday Bank Hours on a pro-rated basis based upon their full-time equivalency (FTE) as of January 1st each year.

- b. The hours shall be credited to the employee's Holiday Bank at the beginning of each calendar year in lieu of earning the paid holidays as they occur.
- c. If the employee's FTE increases after January 1st, the employee's Holiday Bank shall be credited additional Holiday Bank Hours for any recognized holiday in the future based on the employee's new FTE. The credit shall be processed on the beginning of the pay period after the effective date of the FTE increase.
- d. If the employee's FTE decreases after January 1st, the employee's Holiday Bank Hours shall be deducted Holiday Bank Hours for any recognized holiday in the future based on the employee's new FTE. The deduction shall be processed on the beginning of the pay period after the effective date of the FTE increase.
- e. Holiday Bank Hours may not be carried over from one (1) calendar year to the next. If an employee has any Holiday Bank Hours remaining at the end of the calendar year, unused Holiday Bank Hours will be paid off on the last pay period of each year.
- f. Holiday Bank Hours used are considered hours worked for purposes of computing overtime.
- g. Unused Holiday Bank Hours will not be paid to the employee upon termination of employment.
- h. Employees who work on a City observed holiday shall be paid at time and one-half for all hours actually worked. Employees are expected to work their entire scheduled shift on a holiday.

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 – December 14, 1992 – Res. No. 92-218.
- 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.

EXHIBIT E

Revised: By City Council – February 13, 2018 – Resolution Number 18-09, effective February 10, 2018.

Revised: By City Council on June 11, 2024 – Resolution Number 24-22, effective June 22, 2024.