14. HOLIDAYS

A. Eligibility

1. Only permanent, 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~~their 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~~their 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~~their basic workweek relates to forty (40) hours, regardless of work schedule.

B. Fixed Paid Holidays

January 1st	New Year's Day
Third Monday in January	Martin Luther King's Birthday
February 12th	Lincoln's Birthday
Third Monday in February	Washington's Birthday
~~March 31st~~	~~Cesar Chavez Day~~
Last Monday in May	Memorial Day
~~June 18th~~	~~Juneteenth~~
July 4th	Independence Day
First Monday in September	Labor Day
Second Monday in October	~~Columbus~~ Indigenous Peoples' Day
November 11th	Veterans' Day
Thanksgiving Day	Traditional, as designated by the President
Day after Thanksgiving Day	Day After Thanksgiving
December 24th	Christmas Eve Day ~~(beginning at 1:00 p.m.)~~ half (1/2) day (4 hours) at the end of shift
December 25th	Christmas Day
December 31st	New Year's Eve Day (half (1/2) day (4 hours) at the end of shift ~~beginning at 1:00 p.m.)~~

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.

Effective January 1, 2020 the fixed paid holidays in 14.B shall be amended by adding:

December 24th Christmas Eve Day (beginning at 1:00 p.m.)

December 31st New Year's Eve Day (beginning at 1:00 p.m.)

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 p.m. to 1:00 p.m. 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.

C.   Other Paid Holidays

1.   Two (2) paid floating holiday in each calendar year. The timing of the employee's use of the floating holiday shall be subject to advance approval of the Department Head or his/hertheir designee. The holiday may be taken at any time during the calendar year, but must be taken within the calendar year. Floating Holiday time taken shall be counted as time worked for purposes of overtime computation.

2.   New, sSpecial or limited holidays appointed by the President or Governor.

3.   Such other days in lieu of holidays as the Board of Supervisors may determine.

D.   Holiday Compensation

1.   Any employee who is required to work on a fixed paid holiday, which is part of his/hertheir regular workweek shall be entitled to holiday compensatory time off for the time actually worked. A full-time employee whose regularly scheduled day off, falls on a paid holiday, shall be entitled to eight (8) hours of holiday compensatory time. 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 it was accrued.

2. 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 two hundred (80200) hours as provided in **Section 20.2(C)(6)** of this Memorandum of Understanding.

3. Holiday CTO time taken shall be counted as time worked for purposes of overtime computation.