

# Proposed Employee Handbook Amendment

## **HOLIDAYS**

Full-Time Regular employees whose normal work week is at least thirty (30) hours are eligible for the following paid holidays:

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| New Year's Day   |
| Martin Luther King Jr. Day   |
| Presidents' Day  |
| Memorial Day   |
| Cesar Chavez Day   |
| Juneteenth   |
| Independence Day   |
| Labor Day  |
| Thanksgiving   |
| The Day After Thanksgiving   |
| Christmas Eve  |
| Christmas Day  |
| New Year's Eve Day, applicable if New Year's Eve falls on a Monday through Friday workday. |

Full-Time Regular employees will receive up to eight (8) hours of compensation at your regular rate of pay for each of these holidays. Holidays that fall on a Saturday will be observed the previous Friday; holidays that fall on a Sunday will be observed the following Monday. The observed day for holidays that fall on a weekend may be adjusted based on business needs. Non-exempt employees who are required to work on one of the holidays specified above will be paid 8 regular hours for the holiday pay and will be paid their regular hourly rate for each hour worked. Exempt employees will receive their full salary for the holiday workweek whether or not they work on the holiday.

Employees on non-protected leaves of absence are not eligible for holiday pay. Part-Time, Seasonal and As-Needed employees are not eligible for holiday pay. Holiday pay is not accrued and may not be banked for future use.

## **HOLIDAY BUSINESS CLOSURES**

The SMCEC may implement a business closure between the Christmas Eve and New Year's Day holidays each year. During this closure, management may designate additional business holidays with holiday pay between the dates of December 24<sup>th</sup> and January 1<sup>st</sup>. These additional business holidays will be determined at the discretion of management on an annual, year-by-year, basis based on business needs and are not guaranteed to occur every year. Non-exempt employees who are required to work during the holiday business closure will be paid 8 regular hours for each designated holiday and will be paid their regular hourly rate for each hour worked on the holiday. Exempt employees will receive their full salary for the holiday workweek whether or not they work on the holiday.