

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Holidays**
POLICY NUMBER: **2030**
ADOPTED: **November 12, 2002**
REVIEWED: **September 9, 2013; 09/23/13; 05/09/18; 11/09/20; 9/14/23**
AMENDED: **09/23/13, 11/09/20**

2030.10 This policy shall apply to all employees.

2030.20 The following days shall be recognized and observed as paid holidays:

New Years Day
Martin Luther King, Jr.'s Birthday
President's Day
César Chavez Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day

2030.30 In addition to those days listed above as recognized and observed as paid holidays, all District employees shall be provided paid holiday time off according to the following schedule:

2030.31 Two (2) floating holidays per calendar year consisting of eight (8) hours each, taken one full day at a time.

2030.32 One (1) personal leave day per calendar year consisting of eight (8) hours taken one full day at a time.

2030.33 Any day declared as a holiday by the President of the United States or Governor of the State of California as a special onetime only holiday.

2030.34 If Christmas Eve falls during the normal work week (Monday through Friday), employees shall work only the first half of the day and be paid as if they worked the entire day.

2030.35 If New Year's Eve falls during the normal work week (Monday through Friday)

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2030.40 All regular work shall be suspended and employees shall receive one (1) day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified their superior and/or the General Manager and received permission to be absent from work on that specific day or days.

2030.50 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

2030.60 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

2030.70 If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1-1/2) his/her regular rate of pay, or as otherwise specified under Policy 2010, Employee Compensation, Hours of Work and Overtime.