

MEMORANDUM

DATE: April 27, 2022

TO: Chief Executive Officer, SVP/VP
Director of Human Resources

FROM: Yvette Villanueva *YV*

SUBJECT: Addendum to Operating Procedure 20-26
Holidays for Managerial (Group 11) Employees

1. The following are regular paid holidays:
 - **New Year's Day**
 - **Martin Luther King, Jr. Day**
 - **Floating Holiday (Lincoln's Birthday)-Only for employees hired on or before 7/14/04**
 - **Washington's Birthday**
 - **Memorial Day**
 - **Juneteenth National Independence Day (New)**
 - **Independence Day**
 - **Labor Day**
 - **Columbus Day**
 - **Election Day**
 - **Veteran's Day**
 - **Thanksgiving Day**
 - **Christmas Day**
2. Holidays shall be considered seven-hour day for full-time employees. Part-time employees shall be paid only for holidays on which they are scheduled to work. Holiday pay for part-time employees is pro-rated based on the total number of hours the employee is scheduled to work per week.
3. Whenever an employee is requested or required to work on one of the above paid holidays, employee may take another day off within a 12-month period, in lieu of the holiday worked. This time is forfeited if not taken within 12 months of the actual or observed day from which it was originally generated.
4. The Payroll Department will monitor the use and forfeiture of holidays/floating holidays annually and employees will see the reduction reflected in their annual timekeeping balance review document.
5. Employees may **not** buy out holiday day leave balances.
6. If an employee who is entitled to a paid holiday has not taken off a day in lieu of a holiday worked, the employee is entitled, upon separation, to payment for that holiday, provided that 12 months has not elapsed since the date of the holiday. For employees separated on or after October 21, 2019, unused accrued holidays that are eligible for pay upon termination shall be paid at the pay rate in effect at the time of separation.
7. Floating Holiday: Lincoln's Birthday is no longer designated as a regular paid holiday for Group 11 employees. Instead, employees hired on or before July 14, 2004 are entitled to one floating holiday in each calendar year during which the employee is in active pay status prior to Lincoln's Birthday of that year. Employees hired after July 14, 2004 are not entitled to Lincoln's Birthday and/or the floating holiday. Employees must use the floating holiday in the calendar year in which it was earned; it may not be carried over into a succeeding year, nor is it eligible for payment upon separation of service.

cc: M. Katz, President/CEO

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HOLIDAYS	
<u>New Year's Day</u>	Saturday, January 1st Observed on 12/31/2021
<u>Martin Luther King Jr's B-Day</u>	Monday, January 17th
<u>Lincoln's B-Day (Floating)</u>	Friday, February 11th Eligible for employee hired before 7/1/2004
<u>President's Day</u>	Monday, February 21st
<u>Memorial Day</u>	Monday, May 30th
<u>Juneteenth National Independence Day</u>	Sunday, June 19th Observed on 6/20/2022
<u>Independence Day</u>	Monday, July 4th
<u>Labor Day</u>	Monday, September 5th
<u>Columbus Day</u>	Monday, October 10th
<u>Election Day</u>	Tuesday, November 8th
<u>Veteran's Day</u>	Friday, November 11th
<u>Thanksgiving Day</u>	Thursday, November 24th
<u>Christmas Day</u>	Sunday, December 25th Observed on 12/26/2022

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 Holiday  Payday