

Yvette Villanueva

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MEMORANDUM

DATE: April 27, 2022

TO: Chief Executive Officer, SVP/VP

Director of Human Resources

FROM: Yvette Villanueva

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.





JANUARY							HOLIDAYS	JULY						
S	М	Т	W	Th	F	S		S	М	Т	W	Th	F	S
						1	New Year's Day						1	2
2	3	4	5	6	7	8	Saturday, January 1st	3	4	5	6	7	8	9
9	10	11	12	13	14	15	Observed on 12/31/2021	10	11	12	13	14	15	16
16	17	18	19	20	21	22		17	18	19	20	21	22	23
23	24	25	26	27	28	29	Martin Luther King Jr's B-Day	24	25	26	27	28	29	30
30							Monday, January 17th	31						
FEBRUARY								AUGUST						
S	M	Т	W	Th	F	S	Lincoln's B-Day (Floating)	S	M	Т	W	Th	F	S
		1	2	3	4	5	Friday, February 11th		1	2	3	4	5	6
6	7	8	9	10	11	12	Eligible for employee hired before 7/1/2004	7	8	9	10	11	12	13
13	14	15	16	17	18	19		14	15	16	17	18	19	20
20	21	22	23	24	25	26	<u>President's Day</u>	21	22	23	24	25	26	27
27	28		456				Monday, February 21st	28	29	30	31			
MARCH								SEPTEMBER						
S	M	<u>T</u>	W	Th	F	S	Memorial Day	S	M	T	W	Th	F	S
	-	1	2	3	4	5	Monday, May 30th		_	•	_	1	2	3
6	7	8	9	10	11	12	Juneteenth National	4	5	6	7	8	9	10
13	14	15	16	17	18	19	Independence Day	11	12	13	14	15	16	17
20	21	22	23	24	25	26	Sunday, June 19th	18	19	20	21	22	23	24
27	28	29	30	31			Observed on 6/20/2022	25	26	27	28	29	30	
APRIL											тов			
S	M	Т	W	Th	F	S	Independence Day	S	M	Т	W	Th	F	S
		_	•	_	1	2	Monday, July 4th		_		_	•	_	1
3	4	5	6	7	8	9		2	3	4	5	6	7	8
10	11	12	13	14	15	16	<u>Labor Day</u>	9	10	11	12	13	14	15
17	18	19	20	21	22	23	Monday, September 5th	16	17	18	19	20	21	22
24	25	26	27	28	29	30	Columbus Day	23 30	24 31	25	26	27	28	29
MAY							Columbus Day Monday, October 10th	NOVEMBER						
S M T W Th F S							Monday, October Total	S	M	T	W	Th	F	S
3	IVI		VV	111		3	Election Day	3	IVI	- 1	VV	111		J
1	2	3	4	5	6	7	Tuesday, November 8th			1	2	3	4	5
8	9	10	11	12	13	14	raceaay, November our	6	7	8	9	10	11	12
15	16	17	18	19	20	21	Veteran's Day	13	, 14	15	16	17	18	19
22	23	24	25	26	27	28	Friday, November 11th	20	21	22	23	24	25	26
29							, , , , , , , , , , , , , , , , , , ,	27	28	29	30			
JUNE								DECEMBER						
	30	31	JUNE	Ξ			Thanksgiving Day			DEC	EME	3ER		
S	30 M		JUNE W	E Th	F	S	<u>Thanksgiving Day</u> Thursday, November 24th	S	M	DEC T	EME W	SER Th	F	S
		,			F 3	S 4		S	M				F 2	S 3
		,	W	Th				S 4	M 5			Th		
S	M	Т	W 1	Th 2	3	4	Thursday, November 24th			Τ	W	Th 1	2	3
S 5	M 6	T 7	1 8	Th 2 9	3 10	4 11	Thursday, November 24th Christmas Day	4	5	T 6	W 7	Th 1 8	2 9	3 10
S 5 12	M 6 13	T 7 14	W 1 8 15	Th 2 9 16	3 10 17	4 11 18	Thursday, November 24th <u>Christmas Day</u> Sunday, December 25th	4 11	5 12	T 6 13	7 14	Th 1 8 15	2 9 16	3 10 17