





Holiday Compensation, Policy # 204

		Policy # 204
Subject: Holiday Compensation		
Responsible Department: Personnel Services		
Effective Date: 10/1976	Revision Date: 04/2023	
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1. Purpose

To outline Sacramento County's policy regarding holiday leave and holiday compensation.

2. Authority

Labor agreements negotiated with recognized employee organizations provide the authority for holiday leave and compensation for represented employees. Should there be any inconsistencies between policy and labor agreement, the labor agreement will supersede.

Personnel Ordinance, Sections 2.78.710, 2.78.715, 2.78.720 and 2.78.725 provide the authority for holiday leave and holiday compensation for unrepresented employees.

3. Scope

This applies to County employees.

4. Policy

Sacramento County recognizes fourteen annual holidays and provides paid holiday leave for regular employees. Regular full-time

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employees are compensated for 8 hours of holiday time off and part-time employees are compensated on a prorated basis. Employees

are compensated when specific holidays fall on weekends, but are observed on weekdays. Some regular employees earn holiday hours to be taken in lieu of observing the recognized holidays.

STANDARDS OF APPLICATION

Recognized holidays for regular employees:

New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
Lincoln's Birthday	February 12
Washington's Birthday	Third Monday in February
Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples' Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving	Fourth Thurs & Fri in November
Christmas Day	December 25

Employees on unpaid leave are not compensated for holidays unless they receive paid hours on the working day immediately before or after a paid holiday.

- Employees receive holiday compensation when they return to work the first working day after a paid holiday.
- Employees receive holiday compensation when they begin a leave without pay the first working day after a paid holiday.

Holidays on Saturdays and Sundays:

When January 1, February 12, March 31, June 19, July 4, November 11, or December 25 falls on a Saturday, the County recognizes the preceding Friday as a holiday.

When January 1, February 12, March 31, June 19, July 4, November 11, or December 25 falls on a Sunday, the County recognizes the following Monday as a holiday.

Rates of Holiday Compensation

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Regular full-time employees are compensated for 8.0 hours of holiday leave on each holiday observed by the County.

Regular part-time employees receive holiday compensation according to the pro-rated formula below. Holiday hours earned are reported in decimal fractions.

Formula: Sum of all hours paid (excluding standby and overtime) for three prior pay periods divided by three (pay periods) then divided by ten (maximum number of working days per pay period) equals the number of holiday hours compensated.

If on an alternative work schedule (i.e. 9/80, 4/10), employees must use available leave balances (excluding sick leave), and, if there are no leave balances, then leave without pay, to reach scheduled hours for the day.

When required to work on a County recognized holiday, employees entitled to holiday leave are compensated at the overtime rate that applies to the class for the amount of hours worked.

As an example, an employee on a 9/80 work schedule works 8 hours on a holiday that falls on the 9 hour work day, the timesheet may look like this:

Z150 8 hours (holiday pay)
Z110 1 hour (vacation pay)
Z010 8 hours (overtime pay)

Holiday in Lieu Hours and Scheduled Days Off:

Regular employees who work in units which earn holiday in lieu hours automatically accrue 4.6 holiday in lieu hours every pay period.

Firefighters assigned to a 24-hour schedule shall accrue 6.4 holiday in lieu hours every pay period.

When employees who earn holiday in lieu hours do not work on a holiday for which they are scheduled to work, they must use available leave balances (excluding sick leave) prior to authorization of unpaid leave.

Time Off With Pay on Christmas Eve or New Year's Eve:

Regular and temporary employees are entitled to time off with pay on

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the last working day before either December 25 or January 1.

Full time employees are entitled to 4.0 hours off.

Part-time employees are entitled to time off on a pro-rated basis.

Temporary employees are eligible if they have 20 or more paid hours on their timesheet per pay period for each of the previous three pay periods.

Use the formula below to calculate time off with pay for Christmas Eve or New Year's Eve for part-time and temporary employees:

Formula: Sum of all hours paid (excluding standby and overtime) for three prior pay periods divided by three (pay periods) divided by ten (maximum number of working days per pay period) then divided by two equals the number of holiday hours compensated.

Employees must obtain their supervisor's approval when selecting either date. Some eligible employees may be unable to take the time off because of the needs of their department. They will accrue compensating time off (CTO) at the rate to which they are entitled.

Religious Holidays:

When an employee gives adequate notice, the County will make reasonable accommodations, by rescheduling working hours or releasing from work without pay, to allow the employee to observe religious holidays, except under circumstances when such accommodations would unduly interfere with County operations. Such release time may be charged to available leave balances (excluding sick leave) if requested by the employee.

5. Review

Every 5 years, or sooner, if needed.