



PERSONNEL RULES

WORKING HOURS & CONDITIONS **HOLIDAYS** §4201

Overview: Regular or probationary Tehama County employees shall receive holiday pay or holiday time off as described in this rule.

Applicable to: All employees, excluding elected officials, extra-help, and temporary employees hired through an employment agency

Definitions: Holiday-In-Lieu (HIL) – Holiday-in-Lieu is a bank used to hold accrued holiday time off.

Holiday Pay – Holiday pay is a monetary compensation an employee may receive for an observed holiday.

Holiday Time Off – Holiday time off is time off accrued in lieu of receiving holiday pay. Holiday time off may accrue only when the holiday lands on an employee's regularly scheduled day off or when an employee is scheduled to work on a holiday.

Guidelines: Holidays – Observed

Tehama County observes the following holidays:

1. New Year's Day, January 1*
2. Martin Luther King Jr. Day, the third Monday in January
3. President's Day, the third Monday in February
4. Cesar Chavez Day, March 31st*
5. Memorial Day, the last Monday in May
6. Juneteenth, June 19th*
7. Independence Day, July 4th*
8. Labor Day, the first Monday in September
9. Columbus Day, the second Monday in October
10. Veteran's Day, November 11*
11. Thanksgiving Day, the fourth Thursday in November
12. The Friday following Thanksgiving Day
13. Christmas Day, December 25*
14. Either the day before Christmas Day or the day before New Year's Day – as agreed upon between the department head or designee and the employee

*Date specific holidays

If any of the foregoing holidays fall on a Saturday, the preceding Friday shall be the County observed holiday. If any of the foregoing holidays fall on a Sunday, the following Monday shall be the County observed holiday. Those employees who work on Saturday or Sunday will observe date specific holidays on the actual day on which the holiday falls.

Holidays – Compensation

Holiday pay and holiday time off will be calculated based on eight (8) hours. Part-time employees will be granted a pro-rated number of hours based on the ratio of hours worked.

Holiday pay will be compensated at the employee's base rate, excluding shift differential, premium pays, or other specialty pays, unless authorized by the applicable memorandum of understanding.

Holiday pay does not constitute or represent actual hours worked, and will consequently be paid at the straight-time rate, and will not be subject to paid overtime.

Employees who are in an unpaid status on both the employee's workdays immediately adjacent to the holiday, shall not receive pay for the holiday.

County observed holidays which fall within the period of an employee's scheduled vacation shall receive pay for the holiday. Employees will not be required to use their vacation accruals for the paid holiday unless their scheduled vacation day exceeds the eight (8) hours of holiday pay.

Holiday Time Off

Holidays which fall on an employee's non-work day or employees who are scheduled to work on holidays, will be entitled to receive another work day off with pay to be scheduled as mutually agreed upon between the department head or their designee and the employee. Until used, holiday time off shall be placed in the employee's "Holiday-In-Lieu" (HIL) bank. In some instances, holiday time off is placed in the employee's vacation bank, reference the applicable memorandum of understanding for more information on the placement of holiday time off. Employees scheduled to work on holidays will also be compensated at their regular rate of pay for their actual hours worked, including any overtime hours worked if applicable.

The maximum accumulation for HIL shall not exceed forty-eight (48) hours. If an employee has met the maximum accrual of 48 hours at the time of the next holiday they are scheduled to work, and has not been scheduled to take another day off during the pay period in which the holiday falls, the employee will receive holiday pay in the following pay period.

Employees who separate from County service shall be entitled to a payment for all unused HIL as of the employee's last day of work. Payment shall be computed based on the employee's regular rate of pay at the time of separation.

Personal Holiday

Tehama County employees who are eligible for a personal holiday will receive eight (8) hours (members of Tehama County Peace Officers Association receive ten (10) hours) of personal holiday time in their vacation bank annually on July 1st. Reference the applicable memorandum of understanding for eligibility.

Procedure: Responsibilities for implementation, application, and enforcement of this rule are listed below.

Employee Employees requesting to use their accrued HIL or personal holiday time shall submit an absence request form to their supervisor or designee in the same manner used for scheduling vacation.

Department Head Department Heads and supervisors shall approve or disapprove accrued HIL and personal holiday time in the same manner as vacation days.

Personnel Office If requested, the Personnel Office may provide guidance to the Department Head or supervisor.

Required Forms: Absence Request Form

References:

Effective Date: July 13, 2021

Revised:

The provisions of this Code shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Codes shall not preclude specific County departments from developing operational policies and procedures.