
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Holidays
POLICY NUMBER: 7025

7025.1 These are the designated holidays to be observed by the District.

HOLIDAY	DAY CELEBRATED
New Year's Day	January 1st
Martin Luther King's B-day	Third Monday in January
Lincoln's Birthday	February 12th
President's Day	Third Monday in February
Cesar Chavez Day	March 31st
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Designated Thursday
Christmas Day	December 25th

7025.2 All eligible permanent and probationary employees are credited and compensated for District observed holidays. To be eligible, an employee must be in compensated status on assigned work days immediately before and after the designated holiday to be eligible.

7025.2.1 Full time employees will be credited 10 hours for the holiday.

7025.2.2. Part time employees will be credited on a pro rate basis, based on hours normally worked.

7025.3 Seasonal hourly employees shall be credited and compensated for holidays which fall on or are traditionally celebrated on the days which they normally would work. After such person has been employed for 3 or more years, they will be credited for 4th of July on the 3rd year, adding Labor Day on the 4th year, and Memorial Day on the 5th year. In order to be eligible for this benefit, an employee must be in compensated status on assigned workdays immediately before and after the holiday to be credited. First and second year seasonal hourly employees are not eligible for any holiday.

7025.4 All employees who are required and/or requested to work on a designated holiday shall be compensated as double time. Required and/or requested holiday work schedules and/or equivalent paid time off days are at the discretion of the District Manager.

7025.4.1 Full time and part-time employees will be compensated by accruing 2 hours for every holiday hour worked as compensated time off (CTO).

7025.4.2 Salaried employees will be compensated by earning 2 personal holidays for every holiday worked. Earned personal holidays may be used within the calendar year to which they are earned, under normal circumstances.

7025.4.3 Seasonal employees will be compensated as double time for every holiday hour worked.

7025.5 Each full time permanent and probationary employee shall be entitled up to four (4) personal holidays per calendar year, credited at the beginning of each quarter. Employees hired between January 1 and March 31 are entitled to four (4) personal holidays in that year. Employees hired between April 1 and June 30 are entitled to three (3) personal holidays in that year. Employees hired between July 1 and September 30 are entitled to two (2) personal holidays that year. Employees hired between October 1 and December 31 are entitled to one (1) personal holiday that year. The District Manager may require an employee to provide fourteen (14) calendar days notice in advance of the use of a personal holiday. In the event of an emergency the District Manager may deny the employee's holiday. Personal holidays shall be scheduled and taken off within the calendar year to which they are credited. Personal holidays are not compensable, if not taken, except under emergency conditions.

7025.6 Part-time permanent employees shall be credited with hourly pro-rata designated and personal holiday credit.

7025.7 At such time as the District is on a 4 day/40 hour work week, any designated holiday will be used or credited as follows (considering the work week to be Monday through Thursday):

7025.7.1 When a holiday falls on Monday through Thursday, they will be observed as a working day holiday.

7025.7.2 When a designated holiday falls on Friday or Saturday, they will be observed on the preceding Thursday. When the holiday falls on Sunday it will be observed on the following Monday.

7025.7.3 Any eligible part-time employee will be credited on a proportionate part, consistent with the above listed days.

7025.7.4 The practice of celebrating a holiday on a Monday will not change the basis of determining whether it is a paid holiday or not, based on the day the holiday actually falls, and the standards listed above.

7025.7.5 Anyone on vacation will be credited for 10 hours per holiday, except part-time, which will be credited as stated on 7025.6.

7025.7.6 Personal holidays accrued are to be used as full days.