

## 3-02/030.50 - Holidays

Any employee, who is employed on a monthly basis, when approved by the Board of Supervisors, shall be entitled to paid leave for holidays, as defined by the *Los Angeles County Code*, section 6.12.040 or current Fringe Benefits. Daily or hourly employees **are not** eligible to earn holiday benefits.

Employees on a 40-hour schedule are granted eight hours of holiday time, for each approved holiday, which may be taken at a later date subject to approval by the employee's unit commander.

All such personnel are entitled to holiday time, except when, on the date of the holiday, the employee is on:

- "IA" time (industrial injury/illness)
- Percentage sick leave (part-pay) or sick without pay
- An approved leave of absence
- Suspension without pay

Holiday Time not used on the actual date of the holiday is considered "deferred" time and is reported as "F" time, on paper Daily/Weekly Time Sheets.

Whether the employee observes the actual holiday or receives "F" time depends on the employee's work schedule. Some functions in the Department shall be performed on a 7-day/24-hour per week basis, while other functions are not normally performed on Saturdays, Sundays, or holidays. Scheduling personnel in each unit set up advance schedules. Schedules are based on what functions need to be performed on given days and the number of personnel needed to cover the functions on those days.

Based on these posted schedules, the following shall apply:

- An employee scheduled to be off on the holiday shall have the day off;
- If an employee is scheduled for the holiday off and then is required to work on that day, the employee shall be shown as having the holiday off and is given overtime for the actual hours worked on that day;
- If the employee is scheduled to work on the holiday, the holiday is a normal working day and the employee is granted "F" time for later use;
- If the employee is scheduled for a regular-days-off (RDO) on the holiday, the employee has his/her RDO and is granted "F" time for later use;
- If the employee is scheduled for a normal RDO on the holiday and is then required to work, the employee shall be shown as having had the RDO, is granted overtime for working on the RDO, and is given "F" time for later use;
- If an employee is scheduled to work on a holiday, but calls in sick and does not work, the employee may elect to use the holiday in lieu of 100% sick leave or the employee may choose to use his/her 100% sick leave, and "F" time is granted for later use;
- If an employee on any schedule or shift is on bereavement leave on the date of the holiday, he/she is shown as being off for the holiday;
- A covered or represented employee on a 9/80 schedule (9-hour day) shall cover the one-hour shortage on a full holiday by applying other previously accrued leave benefits or by being charged one hour of "Authorized Absence without Pay" time. Such adjustment shall be made within the applicable time accounting period;

- A covered or represented employee on a 4/40 schedule (10-hour day) shall cover the two-hour shortage on a full holiday by applying other previously accrued leave benefits or by being charged two hours of “Authorized Absence without Pay” time. Such adjustment shall be made within the applicable time accounting period;
- A covered or represented employee on a 12/80 schedule (12-hour day) shall cover the four-hour shortage on a full holiday by applying other previously accrued leave benefits or by being charged four hours of “Authorized Absence without Pay” time. Such adjustment shall be made within the applicable time accounting period;
- Refer to the MPP, section 3-02/290.25, or the *Time and Attendance Manual*, section TK-01/009.05, for information regarding holidays for exempt employees.

#### Compensation for Holidays Worked – Bargaining Unit 401

Any shift employee in this unit (e.g., stationary engineers and related represented classes) scheduled to work on defined holidays, per the *Los Angeles County Code*, may elect to be paid for all holidays rather than accruing deferred holiday time. This election must be made prior to January 1st of each year, and the employee must elect to be paid for all holidays for that year. The employee receives eight hours of pay at the workday hourly rate effective on the date the payment is entered into eHR for each holiday. Holiday pay is for holiday work and shall not be considered or paid as overtime.

For specific information, refer to the *Time and Attendance Manual*, section

TK-01/011.20, Holidays and Holiday Grants.

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