
Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 3430

3430.1 This policy shall apply to all regular and probationary full-time employees, as defined in Policy 2080 "Employee Status", in any job classification.

3430.2 All full-time employees are entitled to eight paid holidays each calendar year. The following days shall be recognized and observed as paid holidays and the Gold Mountain CSD office shall otherwise be closed for regular business on these days and on Saturdays and Sundays):

- New Years Day;
- Memorial Day;
- Independence Day;
- Labor Day;
- Veteran's Day;
- Thanksgiving Day;
- Christmas Day;
- Personal Choice Day (floating holiday)*

* must be scheduled and taken in the calendar year or be lost

3430.3 The number of hours represented by a holiday or paid time off (PTO) is equal to 8 hours, based on the number of hours in a "traditional" day of work for the District. All regular work shall be suspended, and all full-time employees shall receive 8 hours pay for each of the holidays listed above. Eligibility is also granted if the employee was on vacation or had notified the General Manager or other approval authority and received permission to be absent from work on that day or days.

3430.4 Whenever a holiday falls on Saturday or regular Friday off, the preceding normal workday shall be observed as the holiday. Whenever a holiday falls on Sunday or regular Monday off, the following normal workday shall be observed as the holiday. ~~Whenever a holiday otherwise falls on an employee's normal day off, the employee shall observe the holiday on the nearest preceding or subsequent normal workday.~~

3430.4.1 If a staff member is working a compressed work schedule with four ten-hour workdays, a holiday applies to eight of the ten hours of the observed holiday. The employee has the option of taking the remaining two hours as PTO or working 2 extra hours at the regular hourly rate on a selected day(s) during the time-period in which the holiday is observed. This allows for equitable benefit of holiday time for all in the work environment.

3430.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday hours shall not be charged against said leave with pay.

3430.6 If any employee is required to work on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime" provided the employee is in an FLSA non-exempt pay classification.

Revised 6/10/11, 3/11/16 ,1/21/22 & 7/15/22