


City of El Segundo
Inter-Departmental Correspondence

Date: February 25, 2020

To: All City Employees

Via: Scott Mitnick, City Manager
Barbara Voss, Deputy City Manager

From: David Serrano, Director of Human Resources 

Subject: 2020 Holiday Calendar Dates

This memorandum and attachments is intended to provide information to all City employees about the holiday days off for the 2020 calendar year and to assist Supervisors, Managers and Department Heads with critical information regarding timesheet approvals.

Per City Administrative Code 1A2.139 and Resolution 5197, the City recognizes and observes the following Holiday Dates*:

2020 Holiday Dates Observed by City Hall*

| Holiday Observed | Day of the Week | Dates |
|---|-----------------|--------------------------|
| New Year's Day | Wednesday | January 1, 2020 |
| Martin Luther King Jr. Day | Monday | January 20, 2020 |
| President's Day | Monday | February 17, 2020 |
| Memorial Day | Monday | May 25, 2020 |
| July 4th* (City Hall Closed Friday) | Saturday | July 4, 2020 |
| Labor Day | Monday | September 7, 2020 |
| Veteran's Day | Wednesday | November 11, 2020 |
| Thanksgiving Day | Thursday | November 26, 2020 |
| Friday after Thanksgiving* | Friday | November 27, 2020 |
| Christmas Eve | Thursday | December 24, 2020 |
| Christmas Day* | Friday | December 25, 2020 |
| New Year's Eve | Thursday | December 31, 2020 |

**Please see attached information for your specific Bargaining Group details for each holiday*

Please see attachments for specific information on each holiday

New Year's Day: Wednesday, January 1, 2020

Management Confidential Group:

Per City Administrative Code 1A2.139 and Resolution 5197, the City recognizes and observes New Year's Day as a City Holiday. Because New Year's Day (January 1, 2020) lands on a Wednesday, City Hall will be closed for operations.

Please note the following for Management-Confidential Group of employees: The City's Administrative Code Section 1A2.139 and Section 1A3.100 provides several holidays throughout the year for City employees. As stated in the Administrative Code "Except as otherwise herein specifically provided, employees are entitled to the following holidays. Provided, however, (a) that in the event any of the holidays fall on the last day an employee is off on his or her regular days off period, the following day is observed as a holiday for the purpose of this section: provided however, b) that in the event any of these holidays fall on the first day of an employee's regular days off period, the previous days considered as a holiday for the purpose of this section. Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

As a consequence of the language in the Administrative Code, depending on the day of the week on which the holiday lands, a determination will need to be made each year as to whether City Hall will be closed for City business.

Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

CEA Group:

City Hall is closed for business, and pursuant to CEA MOU, Article 2.14, CEA employees will receive holiday pay.

SPEA Covered Positions:

City Hall is closed on Wednesday, January 1, 2020, therefore SPEA employees will receive holiday pay.

PSSEA Covered Positions:

Per the PSSEA MOU, Article 2.14 (2) "Police Assistants I/II, Crime Scene Investigators I/II and Police Service Officers I/II, who are required to work on holiday, shall be paid 120 hour in lieu of holidays, on or about December 10 of each year". Holiday pay is calculated at the pay rate in effect on the date of the holiday.

FFA Covered Positions:

Employees who are regularly required to work holiday shall accumulate holiday pay.

New Year's Day: Wednesday, January 1, 2020- Continued

PMA Covered Positions:

According to the PMA MOU, Article 13: Holiday Pay. Section 13.01. C. Employees shall be paid holiday pay at the employee's regular rate of pay. Upon request of an employee and with department head approval, time off may be taken in lieu of holiday pay.

POA Covered Positions:

According to the POA MOU Article 10 Holiday Pay. Section 10.01. Employees shall be paid the holiday pay at the employee's regular rate of pay.

Martin Luther King Jr. Day: Monday, January 20, 2020

Management Confidential Group:

Per Resolution 4153, amending Administrative Code Section 1A2.139, the City recognizes and observes the third Monday in January (Martin Luther King, Jr. Day).

Since this observed holiday occurs on Monday, City Hall will be closed for all operations.

Management-Confidential employees will receive holiday pay.

Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

CEA Group:

City Hall is closed on Monday, January 20, 2020, therefore CEA employees will receive holiday pay, in accordance with CEA MOU Article 2.14

SPEA Covered Positions:

City Hall is closed on Monday, January 20, 2020, therefore SPEA employees will receive holiday pay, in accordance with SPEA MOU Article 8.

PSSEA Covered Positions:

Per the PSSEA MOU, Article 2.14 (2) "Police Assistants I/II, Crime Scene Investigators I/II and Police Service Officers I/II, who are required to work on holiday, shall be paid 120 hour in lieu of holidays, on or about December 10 of each year". Holiday pay is calculated at the pay rate in effect on the date of the holiday.

FFA Covered Positions:

Employees who are regularly required to work holiday shall accumulate holiday pay.

PMA Covered Positions:

According to the PMA MOU, Article 13: Holiday Pay. Section 13.01. C. Employees shall be paid holiday pay at the employee's regular rate of pay. Upon request of an employee and with department head approval, time off may be taken in lieu of holiday pay.

POA Covered Positions:

According to the POA MOU Article 10 Holiday Pay. Section 10.01. Employees shall be paid the holiday pay at the employee's regular rate of pay.

President's Day: Monday, February 17, 2020

Management Confidential Group:

Per Resolution 5197, amending Administrative Code Section 1A2.139, the City recognizes and observes the third Monday in February (President's Day).

Since this observed holiday occurs on Monday, City Hall will be closed for all operations.

Management-Confidential employees will receive holiday pay.

Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

CEA Group:

City Hall is closed on Monday, February 17, 2020, therefore CEA employees will receive holiday pay, in accordance with CEA MOU Article 2.14

SPEA Covered Positions:

City Hall is closed on Monday, February 17, 2020, therefore SPEA employees will receive holiday pay, in accordance with SPEA MOU Article 8

PSSEA Covered Positions:

Per the PSSEA MOU, Article 2.14 (2) "Police Assistants I/II, Crime Scene Investigators I/II and Police Service Officers I/II, who are required to work on holiday, shall be paid 120 hour in lieu of holidays, on or about December 10 of each year". Holiday pay is calculated at the pay rate in effect on the date of the holiday.

FFA Covered Positions:

Employees who are regularly required to work holiday shall accumulate holiday pay.

PMA Covered Positions:

According to the PMA MOU, Article 13: Holiday Pay. Section 13.01. C. Employees shall be paid holiday pay at the employee's regular rate of pay. Upon request of an employee and with department head approval, time off may be taken in lieu of holiday pay.

POA Covered Positions:

According to the POA MOU Article 10 Holiday Pay. Section 10.01. Employees shall be paid the holiday pay at the employee's regular rate of pay.

Memorial Day: Monday May, 25, 2020

Management Confidential Group:

Per City Administrative Code 1A2.139, the City recognizes and observes the last Monday in May (Memorial Day) as a City Holiday.

Since this observed holiday occurs on Monday, City Hall will be closed for all operations.

Management-Confidential employees will receive holiday pay.

Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

CEA Group:

City Hall is closed on Monday, May 25, 2020, therefore CEA employees will receive holiday pay, in accordance with CEA MOU Article 2.14

SPEA Covered Positions:

City Hall is closed on Monday, May 25, 2020, therefore SPEA employees will receive holiday pay, in accordance with SPEA MOU Article 8

PSSEA Covered Positions:

Per the PSSEA MOU, Article 2.14 (2) "Police Assistants I/II, Crime Scene Investigators I/II and Police Service Officers I/II, who are required to work on holiday, shall be paid 120 hour in lieu of holidays, on or about December 10 of each year". Holiday pay is calculated at the pay rate in effect on the date of the holiday.

FFA Covered Positions:

Employees who are regularly required to work holiday shall accumulate holiday pay.

PMA Covered Positions:

According to the PMA MOU, Article 13: Holiday Pay. Section 13.01. C. Employees shall be paid holiday pay at the employee's regular rate of pay. Upon request of an employee and with department head approval, time off may be taken in lieu of holiday pay.

POA Covered Positions:

According to the POA MOU Article 10 Holiday Pay. Section 10.01. Employees shall be paid the holiday pay at the employee's regular rate of pay.

Fourth of July: Saturday, July 4, 2020

Management Confidential Group:

Per City Administrative Code 1A2.139, the City recognizes and observes July 4, 2020 as a holiday.

This year, July 4, 2020 will fall on a Saturday. City Administrative Code Section 1A2.139 and Section 1A3.100 provides the following, in part b) “that in the event any of these holidays fall on the first day of an employee’s regular days off period, the previous days considered as a holiday for the purpose of this section.” As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, July 3, 2020. Consequently, this will impact overall City Hall scheduling and operations as follows:

Schedule A:

| <u>Monday, June 29, 2020</u> | <u>Tuesday June 30, 2020</u> | <u>Wednesday, July 1, 2020</u> | <u>Thursday, July 2, 2020</u> | <u>Friday, July 3, 2020</u> | <u>Saturday, July 4, 2020</u> |
|---|---|---|--|---|--|
| Work regular hours | Work regular hours | Work regular hours | Work regular hours | City Hall Closed observe 4 th of July; Holiday pay | Holiday |

Schedule B :

| <u>Monday, June 29, 2020</u> | <u>Tuesday June 30, 2020</u> | <u>Wednesday, July 1, 2020</u> | <u>Thursday, July 2, 2020</u> | <u>Friday, July 3, 2020</u> | <u>Saturday, July 4, 2020</u> |
|---|---|---|--|--|--|
| Work regular hours | Work regular hours | Work regular hours | Holiday Pay | 9/80 off | Holiday |

Schedule C :

| <u>Monday, June 29, 2020</u> | <u>Tuesday June 30, 2020</u> | <u>Wednesday, July 1, 2020</u> | <u>Thursday, July 2, 2020</u> | <u>Friday, July 3, 2020</u> | <u>Saturday, July 4, 2020</u> |
|---|---|---|--|---|--|
| Work regular hours | Work regular hours | Work regular hours | Work regular hours | City Hall Closed observe 4 th of July; Holiday pay | Holiday |

Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

Fourth of July: Saturday, July 4, 2020 – Con’t:

CEA Group: Saturday, July 4, 2020

Per CEA MOU, Article 2.14, the City recognizes and observes July 4, 2020 as a holiday.

This year, July 4, 2020 will fall on a Saturday. Pursuant to CEA MOU, Article 2.14, “If the Holiday falls on a Friday or Saturday (or an employee's otherwise regularly scheduled day off), the employee will receive a floating holiday consisting of the number of hours based on the employees assigned work schedule”. As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, July 3, 2020, and to affix the floating holiday for those with their first day off on Saturday. Consequently, this will impact overall City Hall scheduling and operations as follows:

Schedule A:

| <u>Monday, June 29, 2020</u> | <u>Tuesday June 30, 2020</u> | <u>Wednesday, July 1, 2020</u> | <u>Thursday, July 2, 2020</u> | <u>Friday, July 3, 2020</u> | <u>Saturday, July 4, 2020</u> |
|---|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Work regular hours | City Hall Closed observe 4 th of July; City to provide Floating Holiday, to be used on Friday, July 3, 2020, | Holiday - Receive Floating Holiday Hours added to leave bank, per MOU |

Schedule B :

| <u>Monday, June 29, 2020</u> | <u>Tuesday June 30, 2020</u> | <u>Wednesday, July 1, 2020</u> | <u>Thursday, July 2, 2020</u> | <u>Friday, July 3, 2020</u> | <u>Saturday, July 4, 2020</u> |
|---|---|---|--|--|---|
| Work regular hours | Work regular hours | Work regular hours | Work regular hours | 9/80 off | Holiday - Receive Floating Holiday Hours added to leave bank, per MOU |

Fourth of July: Saturday, July 4, 2020 – Con't:

CEA Continued: July 4, 2020

Schedule C :

| <u>Monday, June 29, 2020</u> | <u>Tuesday June 30, 2020</u> | <u>Wednesday, July 1, 2020</u> | <u>Thursday, July 2, 2020</u> | <u>Friday, July 3, 2020</u> | <u>Saturday, July 4, 2020</u> |
|---|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Work regular hours | City Hall Closed observe 4 th of July; City to provide Floating Holiday, to be used on Friday, July 3, 2020. | Holiday - Receive Floating Holiday Hours added to leave bank, per MOU |

SPEA Covered Positions: Saturday, July 4, 2020

Pursuant to SPEA MOU, Article 8, July 4th is recognized as a City Holiday. This year, the 4th of July falls on a Saturday, in which case, per SPEA MOU, Article 8 “If the Holiday falls on a Friday or Saturday (or an employee's otherwise regularly scheduled day off), the employee will receive a floating holiday consisting of the number of hours based on the employees assigned work schedule.” Therefore, (see table below):

Schedule A:

| <u>Monday, June 29, 2020</u> | <u>Tuesday June 30, 2020</u> | <u>Wednesday, July 1, 2020</u> | <u>Thursday, July 2, 2020</u> | <u>Friday, July 3, 2020</u> | <u>Saturday, July 4, 2020</u> |
|---|---|---|--|---|--|
| Work regular hours | Work regular hours | Work regular hours | Work regular hours | Normal work day but City Hall Closed observe 4 th of July; Receive Floating Holiday, to be used on Friday, July 3, 2020. | Holiday - Receive floating holiday in bank, per MOU. |

Fourth of July: Saturday, July 4, 2020 – Con't:

SPEA Continued: July 4, 2020

Schedule B :

| <u>Monday, June 29, 2020</u> | <u>Tuesday June 30, 2020</u> | <u>Wednesday, July 1, 2020</u> | <u>Thursday, July 2, 2020</u> | <u>Friday, July 3, 2020</u> | <u>Saturday, July 4, 2020</u> |
|---|---|---|--|--|---|
| Work regular hours | Work regular hours | Work regular hours | Work regular hours | 9/80 off | Holiday - Receive Floating Holiday in bank, per MOU |

Schedule C :

| <u>Monday, June 29, 2020</u> | <u>Tuesday June 30, 2020</u> | <u>Wednesday, July 1, 2020</u> | <u>Thursday, July 2, 2020</u> | <u>Friday, July 3, 2020</u> | <u>Saturday, July 4, 2020</u> |
|---|---|---|--|---|--|
| Work regular hours | Work regular hours | Work regular hours | Work regular hours | Normal work day but City Hall Closed observe 4 th of July; Receive Floating Holiday, to be used on Friday, July 3, 2020. | Holiday – receive Floating Holiday in bank per MOU |

PSSEA Covered Positions: Saturday, July 4, 2020

Per the PSSEA MOU, Article 2.14 (2) "Police Assistants I/II, Crime Scene Investigators I/II and Police Service Officers I/II, who are required to work on holiday, shall be paid 120 hour in lieu of holidays, on or about December 10 of each year". Holiday pay is calculated at the pay rate in effect on the date of the holiday.

FFA Covered Positions: Saturday, July 4, 2020

Employees who are regularly required to work holiday shall accumulate holiday pay.

Fourth of July: Saturday, July 4, 2020 – Con't:

PMA Covered Positions: Saturday, July 4, 2020

According to the PMA MOU, Article 13: Holiday Pay. Section 13.01. C. Employees shall be paid holiday pay at the employee's regular rate of pay. Upon request of an employee and with department head approval, time off may be taken in lieu of holiday pay.

POA Covered Positions: Saturday, July 4, 2020

According to the POA MOU Article 10 Holiday Pay. Section 10.01. Employees shall be paid the holiday pay at the employee's regular rate of pay.

Labor Day: Monday, September 7, 2020

Management Confidential Group:

Per Administrative Code Section 1A2.139, the City recognizes and observes the first Monday in September (Labor Day).

Since this observed holiday occurs on Monday, City Hall will be closed for all operations.

Management-Confidential employees will receive holiday pay.

Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

CEA Group:

City Hall is closed on Monday, September 7, 2020 therefore CEA employees will receive holiday pay, in accordance with CEA MOU Article 2.14

SPEA Covered Positions:

City Hall is closed on Monday, September 7, 2020, therefore SPEA employees will receive holiday pay, in accordance with SPEA MOU Article 8.

PSSEA Covered Positions:

Per the PSSEA MOU, Article 2.14 (2) "Police Assistants I/II, Crime Scene Investigators I/II and Police Service Officers I/II, who are required to work on holiday, shall be paid 120 hour in lieu of holidays, on or about December 10 of each year". Holiday pay is calculated at the pay rate in effect on the date of the holiday.

FFA Covered Positions:

Employees who are regularly required to work holiday shall accumulate holiday pay.

PMA Covered Positions:

According to the PMA MOU, Article 13: Holiday Pay. Section 13.01. C. Employees shall be paid holiday pay at the employee's regular rate of pay. Upon request of an employee and with department head approval, time off may be taken in lieu of holiday pay.

POA Covered Positions:

According to the POA MOU Article 10 Holiday Pay. Section 10.01. Employees shall be paid the holiday pay at the employee's regular rate of pay.

Veteran's Day: Wednesday, November 11, 2020

Management Confidential Group:

Per Administrative Code Section 1A2.139, the City recognizes and observes the November 11th (Veteran's Day).

Since this observed holiday occurs on Wednesday, November 11, 2020, City Hall will be closed for all operations.

Management-Confidential employees will receive holiday pay.

Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

CEA Group:

City Hall is closed on Wednesday, November 11, 2020, therefore CEA employees will receive holiday pay, in accordance with CEA MOU Article 2.14

SPEA Covered Positions:

City Hall is closed on Wednesday, November 11, 2020, therefore SPEA employees will receive holiday pay, in accordance with SPEA MOU Article 8.

PSSEA Covered Positions:

Per the PSSEA MOU, Article 2.14 (2) "Police Assistants I/II, Crime Scene Investigators I/II and Police Service Officers I/II, who are required to work on holiday, shall be paid 120 hour in lieu of holidays, on or about December 10 of each year". Holiday pay is calculated at the pay rate in effect on the date of the holiday.

FFA Covered Positions:

Employees who are regularly required to work holiday shall accumulate holiday pay.

PMA Covered Positions:

According to the PMA MOU, Article 13: Holiday Pay. Section 13.01. C. Employees shall be paid holiday pay at the employee's regular rate of pay. Upon request of an employee and with department head approval, time off may be taken in lieu of holiday pay.

POA Covered Positions:

According to the POA MOU Article 10 Holiday Pay. Section 10.01. Employees shall be paid the holiday pay at the employee's regular rate of pay.

Thanksgiving: Thursday, November 26, 2020
and
Friday after Thanksgiving: Friday, November 27, 2020

Management Confidential Group:

Per City Administrative Code 1A2.139, the City recognizes and observes Thanksgiving day, and the Friday after Thanksgiving as Holidays. This year, Thanksgiving will fall on Thursday, November 26, 2020, and the Friday thereafter will be Friday, November 27, 2020. City Administrative Code Section 1A2.139 and Section 1A3.100 provides the following, in part b) “that in the event any of these holidays fall on the first day of an employee’s regular days off period, the previous days considered as a holiday for the purpose of this section.” As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, November 27, 2020. Consequently, this will impact overall City Hall scheduling and operations as follows:

Schedule A:

| <u>Monday, November 21, 2020</u> | <u>Tuesday November 24, 2020</u> | <u>Wednesday, November 25, 2020</u> | <u>Thursday, November 26, 2020 (Thanksgiving)</u> | <u>Friday, November 27, 2020 (Friday after Thanksgiving)</u> |
|---|---|--|--|---|
| Work regular hours | Work regular hours | Holiday pay | Holiday pay | 9/80 day off |

Schedule B :

| <u>Monday, November 21, 2020</u> | <u>Tuesday November 24, 2020</u> | <u>Wednesday, November 25, 2020</u> | <u>Thursday, November 26, 2020 (Thanksgiving)</u> | <u>Friday, November 27, 2020 (Friday after Thanksgiving)</u> |
|---|---|--|--|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

Schedule C :

| <u>Monday, November 21, 2020</u> | <u>Tuesday November 24, 2020</u> | <u>Wednesday, November 25, 2020</u> | <u>Thursday, November 26, 2020 (Thanksgiving)</u> | <u>Friday, November 27, 2020 (Friday after Thanksgiving)</u> |
|---|---|--|--|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

Thanksgiving: Thursday, November 26, 2020
and
Friday after Thanksgiving: Friday, November 27, 2020 –Con’t:

CEA Group:

Per CEA MOU, Article 2.14, the City recognizes and observes Thanksgiving day, and the Friday after Thanksgiving as Holidays.

This year, Thanksgiving will fall on Thursday, November 26, 2020, and the Friday thereafter will be Friday, November 27, 2020. Pursuant to CEA MOU, Article 2.14, “If the Holiday falls on a Friday or Saturday (or an employee's otherwise regularly scheduled day off), the employee will receive a floating holiday consisting of the number of hours based on the employees assigned work schedule”. As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, November 27, 2020. Consequently, this will impact overall City Hall scheduling and operations as follows:

Schedule A:

| <u>Monday, November 21, 2020</u> | <u>Tuesday November 24, 2020</u> | <u>Wednesday, November 25, 2020</u> | <u>Thursday, November 26, 2020 (Thanksgiving)</u> | <u>Friday, November 27, 2020 (Friday after Thanksgiving</u> |
|---|---|--|--|--|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | 9/80 day off – receive floating holiday hours added to leave bank per MOU |

Schedule B :

| <u>Monday, November 21, 2020</u> | <u>Tuesday November 24, 2020</u> | <u>Wednesday, November 25, 2020</u> | <u>Thursday, November 26, 2020 (Thanksgiving)</u> | <u>Friday, November 27, 2020 (Friday after Thanksgiving</u> |
|---|---|--|--|--|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

Thanksgiving: Thursday, November 26, 2020
and
Friday after Thanksgiving: Friday, November 27, 2020 –Con’t:

CEA Group - Schedule C - Con’t:

| <u>Monday, November 21, 2020</u> | <u>Tuesday November 24, 2020</u> | <u>Wednesday, November 25, 2020</u> | <u>Thursday, November 26, 2020 (Thanksgiving)</u> | <u>Friday, November 27, 2020 (Friday after Thanksgiving)</u> |
|---|---|--|--|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

SPEA Covered Positions:

Per SPEA MOU, Article 8, the City recognizes and observes Thanksgiving day, and the Friday after Thanksgiving as Holidays.

This year, Thanksgiving will fall on Thursday, November 26, 2020, and the Friday thereafter will be Friday, November 27, 2020. Pursuant to SPEA MOU, Article 8, section 2, "If the Holiday falls on a Friday or Saturday (or an employee's otherwise regularly scheduled day off), the employee will receive a floating holiday consisting of the number of hours based on the employees assigned work schedule". As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, November 27, 2020. Consequently, this will impact overall City Hall scheduling as follows:

Schedule A:

| <u>Monday, November 21, 2020</u> | <u>Tuesday November 24, 2020</u> | <u>Wednesday, November 25, 2020</u> | <u>Thursday, November 26, 2020 (Thanksgiving)</u> | <u>Friday, November 27, 2020 (Friday after Thanksgiving)</u> |
|---|---|--|--|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | 9/80 day off - receive floating holiday in leave bank per MOU |

Thanksgiving: Thursday, November 26, 2020
and
Friday after Thanksgiving: Friday, November 27, 2020 –Con’t:

SPEA Group -Schedule B – Con’t :

| <u>Monday, November 21, 2020</u> | <u>Tuesday November 24, 2020</u> | <u>Wednesday, November 25, 2020</u> | <u>Thursday, November 26, 2020 (Thanksgiving)</u> | <u>Friday, November 27, 2020 (Friday after Thanksgiving)</u> |
|---|---|--|--|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

SPEA Group - Schedule C :

| <u>Monday, November 21, 2020</u> | <u>Tuesday November 24, 2020</u> | <u>Wednesday, November 25, 2020</u> | <u>Thursday, November 26, 2020 (Thanksgiving)</u> | <u>Friday, November 27, 2020 (Friday after Thanksgiving)</u> |
|---|---|--|--|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday Pay |

PSSEA Covered Positions:

Per the PSSEA MOU, Article 2.14 (2) “Police Assistants I/II, Crime Scene Investigators I/II and Police Service Officers I/II, who are required to work on holiday, shall be paid 120 hour in lieu of holidays, on or about December 10 of each year”. Holiday pay is calculated at the pay rate in effect on the date of the holiday.

FFA Covered Positions:

Employees who are regularly required to work holiday shall accumulate holiday pay.

PMA Covered Positions:

According to the PMA MOU, Article 13: Holiday Pay. Section 13.01. C. Employees shall be paid holiday pay at the employee’s regular rate of pay. Upon request of an employee and with department head approval, time off may be taken in lieu of holiday pay.

POA Covered Positions:

According to the POA MOU Article 10 Holiday Pay. Section 10.01. Employees shall be paid the holiday pay at the employee’s regular rate of pay.

Christmas Eve: Thursday, December 24, 2020

Christmas Day: Friday December 25, 2020

Management Confidential Group:

Per City Administrative Code 1A2.139, the City recognizes and observes Thursday December 24 and December 25 as holidays.

This year, December 24 will be Thursday, and December 25 will be Friday. City Administrative Code Section 1A2.139 and Section 1A3.100 provides the following, in part b) "that in the event any of these holidays fall on the first day of an employee's regular days off period, the previous days considered as a holiday for the purpose of this section." As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, December 25, 2020. Consequently, this will impact overall City Hall scheduling and operations as follows:

Schedule A:

| <u>Monday,</u> <u>December 21,</u> <u>2020</u> | <u>Tuesday</u> <u>December 22,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 23.</u> <u>2020</u> | <u>Thursday,</u> <u>December 24,</u> <u>2020</u> | <u>Friday,</u> <u>December 25,</u> <u>2020</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Holiday pay | Holiday pay | 9/80 day off |

Schedule B :

| <u>Monday,</u> <u>December 21,</u> <u>2020</u> | <u>Tuesday</u> <u>December 22,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 23.</u> <u>2020</u> | <u>Thursday,</u> <u>December 24,</u> <u>2020</u> | <u>Friday,</u> <u>December 25,</u> <u>2020</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

Schedule C :

| <u>Monday,</u> <u>December 21,</u> <u>2020</u> | <u>Tuesday</u> <u>December 22,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 23.</u> <u>2020</u> | <u>Thursday,</u> <u>December 24,</u> <u>2020</u> | <u>Friday,</u> <u>December 25,</u> <u>2020</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

Christmas Eve: Thursday, December 24, 2020
Christmas Day: Friday December 25, 2020 – Con't

CEA Group:

Per CEA MOU, Article 2.14, the City recognizes and observes December 24 and December 25 as Holidays.

This year, December 24, 2020 is Thursday, and December 25, 2020 is Friday. Pursuant to CEA MOU, Article 2.14, "If the Holiday falls on a Friday or Saturday (or an employee's otherwise regularly scheduled day off), the employee will receive a floating holiday consisting of the number of hours based on the employees assigned work schedule". As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, December 25, 2020. Consequently, this will impact overall City Hall scheduling and operations as follows:

Schedule A:

| <u>Monday,</u> <u>December 21,</u> <u>2020</u> | <u>Tuesday</u> <u>December 22,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 23.</u> <u>2020</u> | <u>Thursday,</u> <u>December 24,</u> <u>2020</u> | <u>Friday,</u> <u>December 25,</u> <u>2020</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | 9/80 day off – receive floating holiday in bank per MOU. |

Schedule B :

| <u>Monday,</u> <u>December 21,</u> <u>2020</u> | <u>Tuesday</u> <u>December 22,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 23.</u> <u>2020</u> | <u>Thursday,</u> <u>December 24,</u> <u>2020</u> | <u>Friday,</u> <u>December 25,</u> <u>2020</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

Schedule C :

| <u>Monday,</u> <u>December 21,</u> <u>2020</u> | <u>Tuesday</u> <u>December 22,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 23.</u> <u>2020</u> | <u>Thursday,</u> <u>December 24,</u> <u>2020</u> | <u>Friday,</u> <u>December 25,</u> <u>2020</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday Pay |

Christmas Eve: Thursday, December 24, 2020
Christmas Day: Friday December 25, 2020 – Con't

SPEA Covered Positions:

Per SPEA MOU, Article 8, the City recognizes and observes December 24 and December 25 as holidays.

This year, December 24, 2020 is Thursday, and December 25, 2020 is Friday. Pursuant to SPEA MOU, Article 8, section 2, "If the Holiday falls on a Friday or Saturday (or an employee's otherwise regularly scheduled day off), the employee will receive a floating holiday consisting of the number of hours based on the employees assigned work schedule". As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, December 25, 2020. Consequently, this will impact overall City Hall scheduling as follows:

Schedule A:

| <u>Monday,</u> <u>December 21,</u> <u>2020</u> | <u>Tuesday</u> <u>December 22,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 23.</u> <u>2020</u> | <u>Thursday,</u> <u>December 24,</u> <u>2020</u> | <u>Friday,</u> <u>December 25,</u> <u>2020</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | 9/80 day off – receive floating Holiday in leave bank per MOU |

Schedule B :

| <u>Monday,</u> <u>December 21,</u> <u>2020</u> | <u>Tuesday</u> <u>December 22,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 23.</u> <u>2020</u> | <u>Thursday,</u> <u>December 24,</u> <u>2020</u> | <u>Friday,</u> <u>December 25,</u> <u>2020</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday Pay |

Schedule C :

| <u>Monday,</u> <u>December 21,</u> <u>2020</u> | <u>Tuesday</u> <u>December 22,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 23.</u> <u>2020</u> | <u>Thursday,</u> <u>December 24,</u> <u>2020</u> | <u>Friday,</u> <u>December 25,</u> <u>2020</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

Christmas Eve: Thursday, December 24, 2020
Christmas Day: Friday December 25, 2020 –Con't

PSSEA Covered Positions:

Per the PSSEA MOU, Article 2.14 (2) "Police Assistants I/II, Crime Scene Investigators I/II and Police Service Officers I/II, who are required to work on holiday, shall be paid 120 hour in lieu of holidays, on or about December 10 of each year". Holiday pay is calculated at the pay rate in effect on the date of the holiday.

FFA Covered Positions:

Employees who are regularly required to work holiday shall accumulate holiday pay.

PMA Covered Positions:

According to the PMA MOU, Article 13: Holiday Pay. Section 13.01. C. Employees shall be paid holiday pay at the employee's regular rate of pay. Upon request of an employee and with department head approval, time off may be taken in lieu of holiday pay.

POA Covered Positions:

According to the POA MOU Article 10 Holiday Pay. Section 10.01. Employees shall be paid the holiday pay at the employee's regular rate of pay.

New Year's Eve: Thursday, December 31, 2020

And

New Year Day: Friday, January 1, 2021

Management Confidential Group:

Per City Administrative Code 1A2.139, the City recognizes and observes December 31 and January 1, 2021 as holidays.

This year, December 31, 2020 will be Thursday, and January 1, 2021 will be Friday. City Administrative Code Section 1A2.139 and Section 1A3.100 provides the following, in part b) "that in the event any of these holidays fall on the first day of an employee's regular days off period, the previous days considered as a holiday for the purpose of this section." As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, January 1, 2021. Consequently, this will impact overall City Hall scheduling and operations as follows:

Schedule A:

| <u>Monday,</u> <u>December 28,</u> <u>2020</u> | <u>Tuesday</u> <u>December 29,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 30.</u> <u>2020</u> | <u>Thursday,</u> <u>December 31,</u> <u>2020</u> | <u>Friday, January</u> <u>1, 2021</u> |
|---|---|--|---|--|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday Pay |

Schedule B :

| <u>Monday,</u> <u>December 28,</u> <u>2020</u> | <u>Tuesday</u> <u>December 29,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 30.</u> <u>2020</u> | <u>Thursday,</u> <u>December 31,</u> <u>2020</u> | <u>Friday, January</u> <u>1, 2021</u> |
|---|---|--|---|--|
| Work regular hours | Work regular hours | Holiday pay | Holiday pay | 9/80 day off |

Schedule C :

| <u>Monday,</u> <u>December 28,</u> <u>2020</u> | <u>Tuesday</u> <u>December 29,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 30.</u> <u>2020</u> | <u>Thursday,</u> <u>December 31,</u> <u>2020</u> | <u>Friday, January</u> <u>1, 2021</u> |
|---|---|--|---|--|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

Notwithstanding the above, this provision does not apply to the Fire Battalion Chiefs who receive pay-in-lieu of time off for holidays.

New Year's Eve: Thursday, December 31, 2020
And
New Year Day: Friday, January 1, 2021 –Con't

CEA Group:

Per CEA MOU, Article 2.14, the City recognizes and observes December 31 and January 1, 2021 as holidays.

This year, December 31, 2020 is Thursday, and January 1, 2021 is Friday. Pursuant to CEA MOU, Article 2.14, "If the Holiday falls on a Friday or Saturday (or an employee's otherwise regularly scheduled day off), the employee will receive a floating holiday consisting of the number of hours based on the employees assigned work schedule". As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, January 1, 2021. Consequently, this will impact overall City Hall scheduling and operations as follows:

Schedule A:

| <u>Monday, December 28, 2020</u> | <u>Tuesday December 29, 2020</u> | <u>Wednesday, December 30, 2020</u> | <u>Thursday, December 31, 2020</u> | <u>Friday, January 1, 2021</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

Schedule B :

| <u>Monday, December 28, 2020</u> | <u>Tuesday December 29, 2020</u> | <u>Wednesday, December 30, 2020</u> | <u>Thursday, December 31, 2020</u> | <u>Friday, January 1, 2021</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Normal 9/80 day off; receive floating Holiday in leave bank |

Schedule C :

| <u>Monday, December 28, 2020</u> | <u>Tuesday December 29, 2020</u> | <u>Wednesday, December 30, 2020</u> | <u>Thursday, December 31, 2020</u> | <u>Friday, January 1, 2021</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

New Year's Eve: Thursday, December 31, 2020
And
New Year Day: Friday, January 1, 2021 – Con't

SPEA Covered Positions:

Per SPEA MOU, Article 8, the City recognizes and observes December 231, 2020 and January 1, 2021 as holidays.

This year, December 31, 2020 is Thursday, and January 1, 2021 is Friday. Pursuant to SPEA MOU, Article 8, section 2, "If the Holiday falls on a Friday or Saturday (or an employee's otherwise regularly scheduled day off), the employee will receive a floating holiday consisting of the number of hours based on the employees assigned work schedule". As the City now works a flexible 9/80 schedule with Friday operations, certain exceptions are required to accommodate those employees scheduled on their first off-day on Friday, December 25, 2020. Consequently, this will impact overall City Hall scheduling as follows:

Schedule A:

| <u>Monday,</u> <u>December 28,</u> <u>2020</u> | <u>Tuesday</u> <u>December 29,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 30.</u> <u>2020</u> | <u>Thursday,</u> <u>December 31,</u> <u>2020</u> | <u>Friday, January</u> <u>1, 2021</u> |
|---|---|--|---|--|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

Schedule B :

| <u>Monday,</u> <u>December 28,</u> <u>2020</u> | <u>Tuesday</u> <u>December 29,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 30.</u> <u>2020</u> | <u>Thursday,</u> <u>December 31,</u> <u>2020</u> | <u>Friday, January</u> <u>1, 2021</u> |
|---|---|--|---|---|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Normal 9/80 day off; Receive Floating Holiday in leave bank |

Schedule C :

| <u>Monday,</u> <u>December 28,</u> <u>2020</u> | <u>Tuesday</u> <u>December 29,</u> <u>2020</u> | <u>Wednesday,</u> <u>December 30.</u> <u>2020</u> | <u>Thursday,</u> <u>December 31,</u> <u>2020</u> | <u>Friday, January</u> <u>1, 2021</u> |
|---|---|--|---|--|
| Work regular hours | Work regular hours | Work regular hours | Holiday pay | Holiday pay |

New Year's Eve: Thursday, December 31, 2020
And
New Year Day: Friday, January 1, 2021 – Con't

PSSEA Covered Positions:

Per the PSSEA MOU, Article 2.14 (2) "Police Assistants I/II, Crime Scene Investigators I/II and Police Service Officers I/II, who are required to work on holiday, shall be paid 120 hour in lieu of holidays, on or about December 10 of each year". Holiday pay is calculated at the pay rate in effect on the date of the holiday.

FFA Covered Positions:

Employees who are regularly required to work holiday shall accumulate holiday pay.

PMA Covered Positions:

According to the PMA MOU, Article 13: Holiday Pay. Section 13.01. C. Employees shall be paid holiday pay at the employee's regular rate of pay. Upon request of an employee and with department head approval, time off may be taken in lieu of holiday pay.

POA Covered Positions:

According to the POA MOU Article 10 Holiday Pay. Section 10.01. Employees shall be paid the holiday pay at the employee's regular rate of pay.