




COUNTY OF KINGS

DEPARTMENT OF HUMAN RESOURCES

County Government Center
1400 West Lacey Boulevard
Hanford, CA 93230
Phone (559) 582-3211 x 2510
Fax (559) 585-1036
Job Hotline (559) 583-7631

TO: All Department Heads

FROM: Allison Picard, Human Resources Director 

DATE: July 22, 2009

SUBJECT: **2009 HOLIDAY SCHEDULE - REVISED**

For several years, the general unit (SEIU) and the Prosecutors Association have had language in their agreements which extended the half-day to a full-day holiday for the observance of both Christmas Eve and New Year's Eve when it makes a 4-day weekend. SEIU has agreed to an extension agreement which will provide for this practice to continue in 2009. For SEIU and management employees, the Christmas Eve and New Year's Eve holiday will be a full-day to make a 4-day weekend in 2009. The Prosecutor's Association does not have an agreement and their holiday will remain 4 hours. All other bargaining units current MOU provisions apply for these holidays.

Please note that County offices will therefore be closed for business on Thursday, December 24, 2009 and December 31, 2009. The courts, however, will be open all day on December 24 and December 31, 2009.

2009 Holiday Schedule

New Year's Day	Friday	January 1	
Martin Luther King Day	Monday	January 19	
Presidents' Day	Monday	February 16	
Memorial Day	Monday	May 25	
Independence Day	Friday	July 3	July 4 observed on July 3
Labor Day	Monday	September 7	
Veterans' Day	Wednesday	November 11	
Thanksgiving Day	Thursday	November 26	
Day After Thanksgiving	Friday	November 27	
Christmas Eve	Thursday	December 24	Full day for SEIU and management only
Christmas Day	Friday	December 25	
New Year's Eve	Thursday	December 31	Full day for SEIU and management only
New Years Day	Friday	January 1, 2010	

*** NOTES:**

Maximum holiday compensation is limited to 8 hours of straight-time pay (4 hours on a designated 1/2-day holiday), depending on the bargaining unit. For permanent part-time positions, holidays are pro-rated accordingly.

For employees working a nonstandard schedule who do not work the holiday, a maximum of 8 hours of holiday pay will be earned. If the schedule requires more than 8 hours to be worked on the holiday, those hours must be made up within the same week. Supervisors should check the agreements of any employees working flex schedules to ensure the holiday work week is handled as negotiated.

If you have any questions about this information, please check the applicable MOU or call Human Resources at extension 2510.