

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 5020: Holidays

5020.10 This policy shall apply to all full time employees.

5020.20 The following days are recognized and observed as District paid holidays:

- 5020.20.1** New Year's Day
- 5020.20.2** Civil Rights Leaders' Day
- 5020.20.3** Presidents Day
- 5020.20.4** Memorial Day
- 5020.20.5** Independence Day
- 5020.20.6** Labor Day
- 5020.20.7** Veteran's Day
- 5020.20.8** Thanksgiving Day
- 5020.20.9** Day after Thanksgiving
- 5020.20.10** Christmas Eve
- 5020.20.11** Christmas Day
- 5020.20.12** Floating Holiday

5020.20.12.1 Each eligible employee employed by the District on January 1st of each year will receive eight (8) hours for the Floating Holiday to be used during the calendar year at their discretion with prior approval from their supervisor without accrual or rolling over to the following year.

5020.30 All regular work shall be suspended and employees shall receive eight (8) hours pay for each of the holidays listed above. Eligibility is also granted if the employee was on vacation or had notified their supervisor and received permission to be absent from work.

5020.40 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

5020.50 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

5020.60 If any employee works on any of the holidays listed above, they shall, in addition to their holiday pay, be paid for all hours worked at the rate of time and one-half (1½) their regular rate of pay, or as otherwise specified under "Hours of Work and Overtime."

5020.70 Upon separation of employment, the District will compensate the employee for their remaining Floating Holiday hours at their straight time rate of pay.