



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Administration

POLICY & PROCEDURE HANDBOOK

POLICY NO.: 1530

SUBJECT: Holidays

EFFECTIVE DATE: March 01, 2014

RESPONSIBILITY: Fresno County Fire Protection District
Schedule C Employees

POLICY:

A) This policy shall apply to all full-time permanent employees.

B) The following days shall be recognized and observed as holidays:

New Year's Day;
Martin Luther King, Jr.'s Birthday;
Cesar Chavez Day;
Presidents Day;
Memorial Day;
Independence Day;
Labor Day;
Veteran's Day;
Thanksgiving Day;
Day after Thanksgiving;
Christmas Day

C) All regular work shall be suspended and eligible employees shall receive one-day's pay (8 hours) for each of the holidays listed above. An employee is eligible for any paid holiday if the holiday falls on day the employee would otherwise be scheduled to work and the employee works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or notified their Supervisor and received permission to be absent from work on that specific day or days.

D) 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.

- E) While an employee is taking an authorized leave with pay (e.g. Vacation) when a holiday occurs, the employee will not use vacation credit for said holiday, they will use the Holiday credit (8hrs) for that day only. If an employee is on an Alternative Work Week Schedule and not regularly scheduled to work on the Holiday, they are not eligible for Holiday pay and must use vacation leave to ensure that the full 40 hour week is covered.
- F) If any eligible employee works on any of the holidays listed above, he/she shall be paid for all hours worked at the applicable rate of pay. They will accrue the Holiday Time (8 hrs) to be used at a later date.

POLICY RESPONSIBILITY:

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Schedule C employees.