

**DATE:** January 18, 2018

**TO:** Watershed Conservation Authority Governing Board

**FROM:** Salian Garcia, Fiscal Manager

**THROUGH:** Mark Stanley, Executive Officer

**SUBJECT:** Item 12: Consideration of a resolution to update the WCA Employee Handbook Section 11.2 Holidays policy.

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**RECOMMENDATION:** That the WCA Governing Board adopt an update Section 11.2 Holidays policy in the WCA Employee Handbook.

**BACKGROUND:** The Watershed Conservation Authority Employee Handbook is being amended to update policies to be consistent with State holidays. The updated policy of Section 11.2 Holidays is as follows, with changes highlighted below:

**Section 11.2 Holidays**

The WCA will observe all California State Holidays plus one personal holiday per fiscal year. Full-time employees accrue eight hours of holiday credit; part-time employees who are regularly scheduled to work 40 or more hours per pay period accrue hours equal to their time base, up to eight hours. If a holiday falls on a Saturday, the holiday is observed the preceding Friday; if it falls on a Sunday, the holiday is observed the following Monday. If the holiday falls on a Friday as part of a modified schedule day off or on a Saturday, full-time employees accrue eight hours of holiday credit; part-time employees accrue hours equal to their time base, up to eight hours. This holiday credit must be used by the end of the fiscal year. However, the State holiday schedule may change calendar year to calendar year. Subsequently, the WCA will follow the same schedule and the same manner as stipulated for State employees.

**FISCAL INFORMATION:** This action has no fiscal impact.