

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

DATE REVISED: 01/24/2024	MANUAL	POLICY NO. 2030
APPROVED BY: Board of Directors	POLICY TITLE <b>Holidays</b>	Page 1-2

2030.1 This policy shall apply to all full-time employees. ~~& part-time employees working 20 hours per week or more. Part-time employees working less than 20 hours per week and temporary employees are not eligible for holiday pay.~~ Part-time and temporary employees are not eligible for holiday pay.

2030.2 The following days shall be recognized and observed as paid holidays:

New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Juneteenth	June 19
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25
One floating holiday, granted to full-time employees. Employees who do not use the floating holiday time accrued by the end of the year will forfeit the time off.	

2030.3 All regular work shall be suspended, and employees shall receive one day's pay ~~based on employee's regular daily work schedule (i.e., 40 hours per week = 8 hours, 30 hours per week = 6 hours, 20 hours per week = 4 hours, etc.)~~ for each of the holidays listed above. An employee is eligible for any paid holiday if they work the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified their immediate supervisor and received permission to be absent from work on that specific day or days.

2030.4 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

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2030.5 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.

2030.6 If any non-exempt 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 their regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."