

**RESOLUTION NO. 4106**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOLEDAD  
AMENDING PERSONNEL POLICY NO. 312 (HOLIDAYS)  
AND ADOPTING LEGAL  
HOLIDAYS FOR CALENDAR YEAR 2008**

**WHEREAS**, the City provides employees with benefits that include sick leave, vacation leave, medical benefits and paid holidays; and

**WHEREAS**, the City provides employees with eleven (11) paid holidays and a floating holiday a year; and

**WHEREAS**, representatives of the CALPRO, SPOA and SPSA unions have reviewed and approved the proposed amendment to Personnel Policy No. 312, attached hereto, marked "Exhibit 1" and the proposed holiday schedule for calendar year 2008, hereunto attached, marked "Exhibit 2."

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Soledad that Personnel Policy No. 312, in the form of the document hereunto attached, marked "**Exhibit 1**" and the City's Legal Holiday Schedule for the Calendar Year 2008, in the form of the document hereunto attached, marked "**Exhibit 2**" and by reference made a part hereof, are hereby approved.


**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting held on the 7th day of November 2007, by the following vote:

AYES, and in favor thereof, Councilmembers: Martha Camacho, Juan Saavedra, Patricia Stephens, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

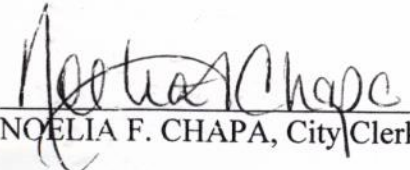
NOES, Councilmembers: None

ABSTAIN, Councilmembers: None

ABSENT, Councilmembers: None

  
RICHARD V. ORTIZ, Mayor

ATTEST:

  
NOELIA F. CHAPA, City Clerk

**“Exhibit 1”**

Policy No. 312  
Date: December 20, 2000  
*Revised: November 7, 2007*  
Page 1 of 2

**HOLIDAYS**

**I. PURPOSE**

To provide a competitive paid-time-off benefit to recognize traditional holidays.

**II. SCOPE**

This policy applies to all regular, full-time employees, except regular part-time employees.

**III. POLICY**

- A. Regular, full-time employees are eligible for holiday pay.
- B. The following days are generally recognized as City-paid holidays upon City Council approval each year:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Fourth Friday in November
Christmas Day	December 25
<del>Day before or after Christmas Day</del>	<del>December 24<sup>th</sup> or 26<sup>th</sup></del>
<b>Christmas Eve</b>	<b>December 24<sup>th</sup></b>
One Floating Holiday	To be selected by the employee

The Floating Holiday is intended to be used to observe predictable days of personal significance such as religious holidays, birthdays, weddings or other special occasions. Employees must schedule this day each year with their supervisor as far in advance as possible. Regular full-time employees are eligible for a floating holiday following completion of probation. Any floating holiday not used within a calendar year may not be carried forward into the following calendar year.

- C. City paid holidays which fall on a Saturday may be observed on the preceding Friday.  
City paid holidays which fall on a Sunday may be observed on the following Monday.

**HOLIDAYS...cont'd**

- D. If a City-paid holiday falls during an employee's scheduled vacation, the holiday may not be counted as vacation taken.
- E. An employee who separates or commences an unpaid leave of absence on the last scheduled workday preceding a holiday may not receive holiday pay.
- F. Sworn Police Officers and non-exempt employees required to work on a scheduled holiday may receive holiday pay at their regular rate for hours worked, in addition to their regular pay.

**CITY OF SOLEDAD  
2008 LEGAL HOLIDAY SCHEDULE**

NEW YEAR'S DAY	TUESDAY	JANUARY 1, 2008
MARTIN LUTHER KING'S BIRTHDAY	MONDAY	JANUARY 21, 2008
PRESIDENTS' DAY	MONDAY	FEBRUARY 18, 2008
MEMORIAL DAY	MONDAY	MAY 26, 2008
INDEPENDENCE DAY	FRIDAY	JULY 4, 2008
LABOR DAY	MONDAY	SEPTEMBER 1, 2008
VETERANS' DAY	TUESDAY	NOVEMBER 11, 2008
THANKSGIVING DAY	THURSDAY	NOVEMBER 27, 2008
DAY AFTER THANKSGIVING DAY	FRIDAY	NOVEMBER 28, 2008
CHRISTMAS EVE	WEDNESDAY	DECEMBER 24, 2008
CHRISTMAS DAY	THURSDAY	DECEMBER 25, 2008

One Floating Holiday – to be taken pursuant to provisions in applicable Memoranda of Understanding (MOUs) or City Personnel Policy No. 312