



COUNTY OF KINGS

DEPARTMENT OF HUMAN RESOURCES

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TO: All Department Heads
 FROM: Allison Picard, Human Resources Director *ap*
 DATE: December 1, 2009
 SUBJECT: **2010 HOLIDAY SCHEDULE**

Below is the tentative holiday schedule for 2010 based on existing MOU language with all bargaining units. The contract with SEIU expires in June 2010 and there is no agreement yet regarding extending from a half day to a full day the Christmas and New Year's Eve holidays next year. Additionally, there are several holidays which fall on a weekend day in 2010 and are celebrated on an alternate date as noted below. If this schedule is modified through the negotiations process, a modified calendar will be provided.

2010 Holiday Schedule *

New Year's Day	Friday	January 1	
Martin Luther King Day	Monday	January 18	
Presidents' Day	Monday	February 15	
Memorial Day	Monday	May 31	
Independence Day	Monday	July 5	July 4 observed on July 5
Labor Day	Monday	September 6	
Veterans' Day	Thursday	November 11	
Thanksgiving Day	Thursday	November 25	
Day After Thanksgiving	Friday	November 26	
Christmas Eve	Thursday	December 23	Christmas Eve (half day) observed on Thursday
Christmas Day	Friday	December 24	Christmas Day observed on Friday
New Year's Eve	Thursday	December 30	New Year's Eve (half day) observed on Thursday
New Years Day	Friday	December 31	New Year's Day observed on Friday

*** NOTES:**

Maximum holiday compensation is limited to 8 hours of straight-time pay (4 hours on a designated 1/2-day holiday), depending on the bargaining unit. For permanent part-time positions, holidays are pro-rated accordingly.

For employees working a nonstandard schedule who do not work the holiday, a maximum of 8 hours of holiday pay will be earned. If the schedule requires more than 8 hours to be worked on the holiday, those hours must be made up within the same week. Supervisors should check the agreements of any employees working flex schedules to ensure the holiday work week is handled as negotiated, or call Human Resources for assistance in advance.

If you have any questions about this information, please check the applicable MOU or call Human Resources at extension 2510.