

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Holidays	Number: 22-31
	Effective Date: 10/17/2023
Departments Affected: All	Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References: Approved: Approved by City Council on: 10/17/2023

Overview: Regular or probationary City of Red Bluff employees shall receive holiday pay or holiday time off as described in this rule.

Applicable to: All employees, excluding elected officials, part-time/seasonal employees or those hired through an employment agency.

Guidelines: **Holidays – Observed**
The City of Red Bluff observes the following holidays:

1. New Year's Day, January 1st
2. Martin Luther King Jr. Day, the third Monday in January
3. 3rd Monday in February (Washington's Birthday)
4. Last Monday in May (Memorial Day)
5. June 19th, (Juneteenth)
6. July 4th
7. First Monday in September (Labor Day)
8. Columbus Day (2nd Monday in October)
9. November 11th (Veteran's Day)
10. 4th Thursday in November (Thanksgiving Day)
11. The Friday following Thanksgiving Day
12. December 24th
13. December 25th
14. 4 hours the day before New Year's Day

Any day proclaimed by the President or Governor or Mayor as a Public Holiday provided the declared holiday is legally binding on the City of Red Bluff.

Observance of Holidays

Holidays which occur on Saturday shall be observed on the preceding Friday. Holidays which occur on Sunday shall be observed on the following Monday.

Full-time employees shall be granted their entire workday as a compensated

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holiday. Employees required to be on duty on holidays shall be only those whose services are needed and required in the interest of public health, safety, or general welfare. Non-exempt employees so required to work shall be entitled to compensatory time off (straight time) for the actual hours worked to be taken at such time as, in the discretion of the department head, the employee's services are not required.

If a holiday falls on an employee's regularly scheduled time off, compensatory time off shall be granted equivalent to the employee's regularly scheduled hours to be taken with the same pay period as the holiday or banked as ATO according to the applicable MOU.

Holidays – Compensation

Holiday pay and holiday time off will be calculated based on the employee's normally scheduled shift.

Holiday pay will be compensated at the employee's base rate, excluding shift differential, premium pays, or other specialty pays, unless authorized by the applicable memorandum of understanding.

Holiday pay does not constitute or represent actual hours worked and will consequently be paid at the straight-time rate, and will not be subject to paid overtime.

Employees who are in an unpaid status on both the employee's workdays immediately adjacent to the holiday, shall not receive pay for the holiday.

City observed holidays which fall within the period of an employee's scheduled vacation shall receive pay for the holiday. Employees will not be required to use their vacation accruals for the paid holiday.