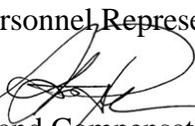


DATE: June 23, 2010

TO: Personnel Officers
Payroll and Personnel Representatives

FROM: Steven Ponder 
Classification and Compensation Manager

SUBJECT: Administration of the Twelve Additional Floating Holidays (**Updates in bold**)
FY10-11 and FY11-12

As you know, the majority of the City's labor unions agreed to economic concessions in the upcoming fiscal years. The covered unions (listed below) have provided savings to the City equivalent to twelve unpaid furloughs for FY10-11 and FY11-12. In return, the City has agreed to grant the covered employees an additional twelve floating holidays per fiscal year in order to provide these employees time off in accordance with the reduction in compensation.

- Allocations:
 - Three (3) Floating Holidays per quarter (12 per fiscal year):
 - FY10-11: July 1st, October 2nd, January 8th and April 16th
 - FY11-12: July 1st, October 1st, January 7th and April 14th
 - Eligibility for the additional floating holidays? **Employees will be eligible to earn and use the additional floating holidays upon hire. If an employee is hired on a non-allocation date¹, said employee shall receive, upon hire, the three additional floating holidays allocated on the immediately preceding, additional allocation date². Here are some examples:**
 - **If hired on 8/1/10, receive retro for the 3 FHs allocated on 7/1/10 and will receive 3 more FHs on 10/2/10 and so on.**
 - **If hired on 10/2/10, receive 3 FHs for the allocation on that date and will receive 3 more FHs on 1/8/11 and so on.**
 - **If hired on 11/1/10, receive retro for the 3 FHs allocated on 10/2/10 and will receive 3 more FHs on 1/8/11 and so on.**
- Covered Unions: SEIU, Local 1021, Misc.; Local 21; MEA; MAA; Deputy Probation Officer; Supervising Probation Officer; Teamsters, Local 856 (Misc.); TWU, Local 200; TWU Local 250-A (Misc.); Unrepresented Ordinance; District Attorney Investigators (FY10-11 Only)

¹ Eligibility for the additional floating holidays requires, as for the normal, annual allocations, that the employee either 1) have a regularly scheduled work schedule of at least twenty hours per pay period or 2) have worked more than 1040 hours in a rolling twelve month period if under the SEIU, Local 1021 Misc. MOU or the Local 21 MOU; however, cannot take floating holidays if the employee's work schedule is as-needed (i.e., no regular work schedule)

² Eligibility for the normal, annual allocations remain unchanged.

- Minimum Staffing Days: Covered employees must use five (5) of their floating holidays per fiscal year if required by their department due to designation of minimum staffing days. Departments must inform Employee Relations Representative, Farbod Pirouzmand (557-4856) by **July 15, 2010** which, if any, divisions/units in their department they seek to close or reduce during these days. Minimum Staffing Days:
 - Four (4) work days between December 25th and January 1st
 - One (1) work day for the day prior to Thanksgiving
- Cap: No cap for FY10-11 through FY14-15
- Retirement Restoration: To be eligible, retiree must swap out any of the additional FHs used during restoration period with VA. For MEA, they may use three of the additional FHs during the restoration period and not swap those out for vacation.
 - *How does one distinguish between “rollover” floating holidays, the normal, annual 4-5 floating holidays and the additional 12 floating holidays?* When calculating whether any of the 12 additional floating holidays were utilized during the retirement restoration period, account for any floating holidays that were carried over from fiscal year 2009-2010 and the normal, annual allocations that were earned in FY10-11 and FY11-12 (if applicable). If the floating holidays utilized during this period exceed that amount, then those days must be redesignated as vacation for such employees. **Please note that PPSD is exploring the creation of a separate bank for the additional floating holidays to facilitate administration. PPSD will provide more details shortly.**
- Change in Union: **If an employee moves from a union that provides the additional twelve floating holidays to one that does not or vice versa during the fiscal year, please contact me to discuss which, if any, of the additional floating holidays should be carried over or credited.**