



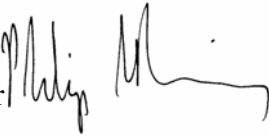
Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 21-2005

DATE: November 21, 2005

TO: Department Heads
Departmental Personnel Officers
Payroll & Personnel Representatives

FROM: Philip A. Ginsburg
Human Resources Director 

SUBJECT: **Christmas and New Year's Holidays 2005/2006**
Observed Holiday Staffing and Holiday Pay

This fiscal year, Christmas and New Year's fall on Sundays, therefore, the Mondays following are the legal holidays. Most City offices will be closed with the exception of seven-day operation departments.

Employees regularly scheduled to work Monday through Friday receive holiday compensation pay, the equivalent of their normal workday hours for Monday, December 26th and Monday, January 2nd.

Employees assigned to seven-day/twenty-four hour operation departments and employees assigned to work a five-day workweek other than Monday through Friday are allowed another day off if the legal holiday falls on one of their regularly scheduled days off. Employees whose schedules are changed because of shift rotations are also allowed an in-lieu day off if the legal holiday falls on one of their new days off.

Employees regularly scheduled to work on a holiday falling on a Saturday or Sunday observe the holiday on the day it occurs. However, if required to work, these employees receive holiday compensation at the rate of time and a half for work on that day. Labor contracts provide for the assignment of personnel and compensation requirements for personnel assigned to work on legal or substitute holidays.

No employee may receive holiday pay for both Sunday and Monday.

For additional information, please contact Steve Ponder, Compensation Manager, at 557-4917.