



Executive Officer's Report

To: Imperial LAFCo Commissioners

From: Tyler Salcido, Executive Officer

A handwritten signature in blue ink, appearing to read "TRS", is written over the name Tyler Salcido.

Item #: 10e

Subject: Holiday Policy

Date: January 23, 2025

Time: 08:30 a.m.

Location: El Centro City Council Chambers
1275 W. Main Street, El Centro, CA 92243

Report

Background:

In 2011, Imperial LAFCo adopted Personnel Policies that outline employee benefits, complaint processes, and other relevant employment guidelines. These policies were revised in 2014 and again in 2023. However, a conflict has come up around Section 9.1 (Holidays).

Policy Conflict:

- Section 9.1 (Holidays) says LAFCo follows the same holidays as the federal government, but our actual holiday list doesn't match the federal list.
- This section also mentions a "Floating Holiday," which LAFCo no longer uses because we provide travel time to attend training instead.

Proposed Update:

To clear up the confusion and better reflect current practice, LAFCo staff proposes:

1. **Remove**
 - Spring Holiday (Good Friday)

- June 19th (Juneteenth)
2. **Add**
- December 24th (Christmas Eve)
 - December 31st (New Year's Eve)

Additionally, we'd like to remove language stating that LAFCo holidays mirror federal holidays and remove the floating holiday language altogether.

Options

OPTION #1: Approve and adopt the updated Holiday Policy as presented by the Executive Officer.

OPTION #2: Approve and adopt the updated Holiday Policy with any amendments the Commission wishes to add.

Recommendation by the Executive Officer

The Executive Officer recommends that the Commission consider the updated Holiday Policy. The Executive Officer then recommends, assuming no significant public input warrants to the contrary, that LAFCo take the following action:

OPTION #1: Approve and adopt the updated Holiday Policy as presented by the Executive Officer.

EXHIBIT A: Draft Section 9.1 Holidays of the Personnel Policies

EXHIBIT B: Draft Section 9.1 Holidays of the Personnel Policies – Red Lined Version

EXHIBIT C: Draft LAFCo Resolution #2025-XX

EXHIBIT A

Draft Section 9.1 Holidays of the Personnel Policies

IMPERIAL LOCAL AGENCY FORMATION COMMISSION (LAFCo)			
PERSONNEL POLICIES			
SECTION #:	9.1	DATE ADOPTED:	MAY 25, 2023
SECTION:	EMPLOYEE TIME-OFF		
SUBSECTION:	HOLIDAYS		

LAFCo employees are paid for a LAFCo holiday that falls on a regular working day. When a holiday falls on a Saturday or Sunday, the Friday preceding a Saturday holiday or the Monday following a Sunday holiday shall be deemed to be a holiday in lieu of the day observed. To be eligible for holiday pay, an employee must be in a work or a paid leave status on their regular working day immediately before and immediately after a holiday. Employees who work less than a full work week will receive pro-rated holiday pay. Temporary employees receive no holiday pay.

The following holidays are designated as LAFCo holidays:

1. January 1st - New Year's Day
2. The third Monday in January - Martin Luther King, Jr. Day
3. The third Monday in February - President's Day
4. The last Monday in May - Memorial Day
5. July 4th - Independence Day
6. The first Monday in September - Labor Day
7. November 11th - Veterans Day
8. The Thursday in November appointed Thanksgiving Day - Thanksgiving
9. The Friday after Thanksgiving Day
10. December 24th - Christmas Eve
11. December 25th - Christmas Day
12. December 31st – New Year's Eve

PERSONAL HOLIDAY

Permanent employees are entitled to a Personal Holiday. This holiday must be scheduled on or within one month of the employee's birthday. Said holiday shall not be carried over from year to year and shall be scheduled in cooperation with the Executive Officer. The holiday shall be taken within a single day, according to the regular amount of hours the employee is scheduled to work on a regular basis.

EXHIBIT B

Draft Section 9.1 Holidays of the Personnel Policies - Red Lined Version

IMPERIAL LOCAL AGENCY FORMATION COMMISSION (LAFCo) PERSONNEL POLICIES			
SECTION #:	9.1	DATE ADOPTED:	MAY 25, 2023
SECTION:	EMPLOYEE TIME-OFF		
SUBSECTION:	HOLIDAYS		

~~LAFCo holidays are the same legal holidays designated by the United States Federal Government.~~ LAFCo employees are paid for a LAFCo holiday that falls on a regular working day. When a holiday falls on a Saturday or Sunday, the Friday preceding a Saturday holiday or the Monday following a Sunday holiday, shall be deemed to be a holiday in lieu of the day observed. To be eligible for holiday pay, an employee must be in a work or a paid leave status on their regular working day immediately before and immediately after a holiday. Employees who work less than a full work week will receive pro-rated holiday pay. Temporary employees receive no holiday pay.

The following holidays are designated as LAFCo holidays:

1. January 1st - New Year's Day
2. The third Monday in January - Martin Luther King, Jr. Day
3. The third Monday in February - ~~Washington's Birthday~~ President's Day
- ~~4.~~ ~~Spring Holiday - Good Friday~~
- ~~5.~~ ~~4.~~ The last Monday in May - Memorial Day
- ~~6.~~ ~~June 19th - Juneteenth~~
- ~~7.~~ ~~5.~~ July 4th - Independence Day
- ~~8.~~ ~~6.~~ The first Monday in September - Labor Day
- ~~9.~~ ~~7.~~ November 11th - Veterans Day
- ~~10.~~ ~~8.~~ The Thursday in November appointed Thanksgiving Day - Thanksgiving
- ~~9.~~ The Friday after Thanksgiving Day
- ~~11.~~ ~~10.~~ December 24th - Christmas Eve
- ~~11.~~ December 25th - Christmas Day
12. December 31st - New Year's Eve

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FLOATING HOLIDAY

~~The LAFCo offers one paid floating holiday per fiscal year to employees to use at their discretion if they meet the following eligibility requirements. Employee must be (1) a regular full-time, part-time, or limited-term employee, (2) attend the required LAFCo training held and (3) on a work or paid leave status on their regular working day immediately before and immediately after the day in which they designate as their floating holiday. Employees who work less than full-time will receive pro-rated floating holiday pay based on their time base.~~

~~An employee who begins employment after the required scheduled training will be eligible for the floating holiday only in the calendar year in which they actually attend such mandatory LAFCo training.~~

~~Floating holidays are paid at the regular rate of pay and must be used by the end of the year in which the training was attended. Floating holidays must be taken in full and may not be split over more than one (1) day and may not be carried forward to a new fiscal year.~~

PERSONAL HOLIDAY

Permanent employees are entitled to a Personal Holiday. This holiday must be scheduled on or within one month of the employee's birthday. Said holiday shall not be carried over from year to year and shall be scheduled in cooperation with the Executive Officer. The holiday shall be taken within a single day, according to the regular amount of hours the employee is scheduled to work on a regular basis.

EXHIBIT C

Draft LAFCo Resolution #2025-XX



IMPERIAL LOCAL AGENCY FORMATION COMMISSION

January 23, 2025

RESOLUTION #2025-XX OF THE LOCAL AGENCY FORMATION COMMISSION OF THE COUNTY OF IMPERIAL APPROVING AND ADOPTING THE UPDATED HOLIDAY POLICY

RESOLVED, by the Local Agency Formation Commission of the County of Imperial, State of California, that:

WHEREAS, the Executive Officer prepared and presented an updated Holiday Policy to the Commission; and

WHEREAS, on January 23, 2025, the Commission met, discussed, and voted to approve and adopt the updated Holiday Policy.

NOW, THEREFORE, BE IT DETERMINED, ORDERED AND RESOLVED as follows:

The updated Holiday Policy has been approved and adopted.

PASSED, ADOPTED, AND APPROVED this 23rd day of **January 2025**, by the following roll call votes:

AYES:

NAYES:

ABSTAINED:

ABSENT:

Chair