Chester Public Utility District

Manual of Policies

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.10 Paid holidays are a benefit for full-time probationary and full-time permanent employees.

2030.15 Designated CPUD holidays are set by the Board of Directors and if an employee is represented by a Memorandum Of Understanding, the Terms and conditions of the Memorandum of Understanding shall prevail.

2030.20 The following holidays are official CPUD recognized holidays:

1) January 1, New Year's Day; except when January 1st falls on a Saturday, the preceding Friday shall be recognized as the New Year's holiday, and when January 1st falls on a Sunday, the Following Monday shall be recognized as the New Year's holiday.

2) Third Monday in February, President's Day

3) The Friday preceding Easter

4) Last Monday in May, Memorial Day

5) July 4th, Independence Day; except that when July 4th falls on a Saturday, the preceding Friday shall be recognized as the holiday, and when July 4th falls on a Sunday, the following Monday shall be recognized as the holiday.

6) The first Monday in September, Labor Day

7) November 11th, Veteran's Day; except that when November 11th falls on a Saturday, the preceding Friday shall be recognized as the holiday, and when November 11th falls on a Sunday, the following Monday shall be recognized as the holiday.

8) Fourth Thursday in November, Thanksgiving Day

9) Fourth Friday in November, Day after Thanksgiving

POLICY TITLE: Holidays (continued)

POLICY NUMBER: 2030

10) December 24th, Christmas Eve; except that when December 24th falls on a Saturday or Sunday, the preceding Friday shall be recognized as the Christmas Eve holiday, and when December 24th falls on a Friday, the preceding Thursday shall be recognized as the holiday.

11) December 25th, Christmas Day; except that when December 25th falls on a Sunday, the following Monday shall be recognized as the Christmas Day holiday.

12) One (1) floating holiday per calendar year, non-accruable.

13) Three (3) floating holidays, non-accruable, for those employees who are assigned a ten (10) hour/day, four (4) days/week work schedule.

13) Every day appointed by the President of the United States or the Governor of California as a special one-time only holiday.

2030.30 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall be considered an observed paid holiday.

2030.40 The District may, at its discretion, require an employee to work on any of the holidays listed above. If an employee works on any of the holidays listed above, he/she shall be paid for all hours worked at the rate of one and one half (1 ½) times his/her regular rate of pay.