

CITY OF MOUNTAIN VIEW
RESOLUTION NO.
SERIES 2024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNTAIN VIEW
AMENDING SECTION 8.05 OF COUNCIL POLICY D-7: PERSONNEL RULES AND REGULATIONS,
GOVERNING HOLIDAY LEAVE FOR CITY EMPLOYEES, TO ALIGN WITH THE AMENDMENTS TO
MOUNTAIN VIEW CODE SECTION 1.2

WHEREAS, the term “holiday” for purposes of the construction of the Mountain View Code is defined in Section 1.2 of the Mountain View City Code; and

WHEREAS, Section 2.14 of the Mountain View City Code requires City Council to adopt by resolution personnel rules and regulations governing the implementation and administration of the city's personnel system; and

WHEREAS, in accordance with Section 2.14 of the Mountain View City Code, City Council adopted Council Policy No. D-7 (Personnel Rules); and

WHEREAS, Section 8.05 of Council Policy No. D-7 governs holiday leave for city employees and lists the holidays on which city offices shall be closed; and

WHEREAS, on June 25, 2024, the City Council adopted resolutions for employee compensation and memorandums of understanding (MOU) that added two new City-observed holidays, Cesar Chavez Day and Juneteenth; and

WHEREAS, on October 22, 2024, City Council adopted an ordinance amending Section 1.2 of the Mountain View City Code to add Cesar Chavez Day and Juneteenth as City-observed holidays and to update the list of holidays currently observed by the City of Mountain View; and

WHEREAS, Section 8.05 of Council Policy D-7 must be amended to add Cesar Chavez Day and Juneteenth as City-observed holidays and to update the list of holidays currently observed by the City of Mountain View; now, therefore, be it

RESOLVED: that the City Council of the City of Mountain View hereby amends Section 8.05 of Council Policy D-7 governing holiday leave, as set forth below (section titles are shown in **bold** font, additions are shown in underline font and deletions are shown by ~~striketrough~~-font):

8.05 HOLIDAY LEAVE. The following provisions shall apply to employees having permanent status, probationary status or who have received temporary appointment as those terms are defined in Section 1.05. No other employee shall receive benefits set forth herein.

1. City offices shall be closed on holidays designated by Council resolution. The Council resolution shall be attached to the Rules and modified from time to time.
2. When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the preceding Friday shall be observed.
3. A holiday falling on an employee's vacation shall not be charged against vacation leave unless otherwise compensated.
4. Employees normally required to work during holidays are entitled to receive the equivalent of holiday benefits enjoyed by other employees. To that end, they shall, in lieu of being granted holiday leave on the dates specified by Council and in addition to the regular pay for the period in which the holiday falls, receive either eight hours pay computed by dividing the biweekly salary by 80, whether on or off duty on said dates, or at the discretion of the Department Head and the City Manager, receive compensatory time off, unless otherwise compensated by provisions of a Memorandum of Understanding.

A City employee who wishes to observe holidays particular to their culture or religion may do so with the approval of their Department Head. Such time off is charged to vacation leave.

5. Employees who are compensated by "holiday in-lieu" pay are not eligible for compensated holidays.
6. City offices ~~hereby~~ shall be closed on the following designated holidays:

News Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
<u>Cesar Chavez Day</u>	<u>March 31</u>
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday following Thanksgiving	(same)
<u>Day After Thanksgiving</u>	<u>Fourth Friday in November</u>
Christmas Day	December 25

~~*The Admission Day holiday shall be exchanged for a day before or after Christmas Day as designated below:~~

~~If Christmas Day is on: _____ "New" Holiday is on:~~

- 7. City offices shall be closed the day before or the day after Christmas as set forth below:

<u>Christmas Day</u>	<u>City-Observed Holiday</u>
Monday	Following Tuesday
Tuesday	Preceding Monday
Wednesday	Preceding Tuesday
Thursday	Following Friday
Friday	Preceding Thursday
Saturday	Preceding Thursday
Sunday	Preceding Friday

; and be it

FURTHER RESOLVED: that this Resolution shall become effective on the same date the ordinance amending Section 1.2 of the Mountain View City Code to add Cesar Chavez Day and Juneteenth as City-observed holidays becomes effective.
