



**MEMORANDUM  
HUMAN RESOURCES**

TO: Board of Supervisors  
FROM: Lori Walsh, Human Resources Director  
SUBJECT: Specific Provision for Holiday Pay | December 26, 2016, through January 2, 2017

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**ACTION REQUESTED**

Adopt an ordinance, introduced September 27, 2016, suspending the application of Placer County Code subsection 3.04.800.D to allow employees taking unpaid time off on the regularly scheduled workday that precedes the December 26, 2016, holiday and/or the January 2, 2017, holiday to receive holiday pay for these two holidays.

**BACKGROUND**

To enable as many employees as possible to take time off during the December holidays (December 27, 28, 29, and 30, 2016), County departments have been encouraged to reduce staffing to minimal levels without impacting service to the community. Chapter 3.04.800(D) states that an employee must be in paid status on his/her regularly scheduled workday preceding a holiday to be eligible to receive holiday pay. Your Board's approval is requested to temporarily suspend this provision as it relates to the December 26, 2016, and January 2, 2017, holidays.

**Basis for Recommendation**

The temporary suspension of this provision will assist employees with low or no leave balances to take time off without pay during the last of week of December without also foregoing pay for the holidays. This will be especially helpful for employees who are hired in the later part of this year as they will have accrued a limited number of leave hours by December.

**FISCAL IMPACT**

There is no fiscal impact associated with this request. Departmental salary budgets include funds to pay employees for recognized holidays. Temporarily suspending this provision will not result in additional expenditures. It is likely that without this temporary suspension, employees with low or no leave balances will choose to work rather than take unpaid time off and forego holiday pay.

**ATTACHMENT**

Attachment 1 – Ordinance

# Attachment 1

**Before the Board of Supervisors  
County of Placer, State of California**

**In the matter of:** An ordinance suspending the application of Placer County Code subsection 3.04.800.D for the workday preceding the December 26, 2016, and January 2, 2017, holidays.

Ordinance No.: \_\_\_\_\_

Introduced: \_\_\_\_\_

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk of said Board

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THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1: That the operation of Placer County Code subsection 3.04.800.D be suspended for the workday preceding the December 26, 2016, and January 2, 2017, holidays thereby allowing employees to take unpaid time off and still receive holiday pay.

Section 2: That this ordinance shall become effective immediately upon adoption.

Section 3: That this ordinance is adopted as an un-codified ordinance.