

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Holidays/Personal Days Off**

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APPROVED BY: \_\_\_\_\_

*[Signature]*  
Board Chair

REVIEWED: \_\_\_\_\_

BY: \_\_\_\_\_

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**POLICY: Benefits**

**Holidays/Personal Days Off**

Full-Time Employees—working a forty (40) hour work week— shall be entitled to eight (8) hours of holiday pay for the holidays listed below. Holidays that fall on Saturday are typically observed on the Friday immediately previous to that holiday. Holidays that fall on Sunday are typically observed on the Monday immediately following that holiday.

Full-Time Employees can work these holidays—in exchange for other days off—with prior written approval from their Supervisor and notification given to payroll.

- New Years Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day-After Thanksgiving Day
- Christmas Day

Full-Time Employees—working a forty (40) hour work week—shall be entitled to two eight-hour (8) Personal Days off. A written notice will be submitted to their supervisor ten (10) calendar days prior to the taking off of said Personal day(s) off.

Full-Time Employees working a 24/48 hour work week shall be granted ninety-six (96) hours of floating holiday time per calendar year (pro-rated at date of hire), in lieu of any holiday pay—or—personal time off. Floating vacation time shall be charged at twenty-four (24) hours per working day. It is the intent of the District that new hires will refrain from using any time-off during their first 6 months of employment—consideration will be given for special circumstances.

A written notice will be submitted to the supervisor ten calendar days prior to the taking off of said floating day(s). The floating day(s) will not be taken on a legal holiday and only one (1) employee per shift may be off shift at one time. Time off in lieu of holidays and personal time off shall be scheduled so as to meet the operating requirements of the District and, as far as practicable, the preferences of the employees.