



# COUNTY OF KINGS

## DEPARTMENT OF HUMAN RESOURCES

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EQUAL OPPORTUNITY EMPLOYER

November 12, 2015

TO: All County Employees  
FROM: Gregory S. Borboa, Human Resources Director   
SUBJECT: 2016 HOLIDAY SCHEDULE

Below is the holiday schedule for 2016 based on current contracts in place with each employee bargaining unit. For all employees (except those represented by the Fire, Detentions, Probation Officers and Deputy Sheriff's Associations), an additional three and one half days of paid holiday is provided for the closure to be added to the full day holiday for Christmas and half day for Christmas Eve. Employees in other bargaining units will continue to work their regular schedule even if the office is closed to the public.

**Christmas Eve on Thursday, December 24, 2015 is only a half day holiday, and therefore the County will be open on this date.** Departments may approve leave for use on this day but offices must remain open to the public. The County offices will then remain closed until Friday, January 1, 2016. The County will be open on Monday, January 4, 2016.

### 2016 Holiday Schedule \*

New Year's Day	Friday	January 1	
Martin Luther King Day	Monday	January 18	
Presidents' Day	Monday	February 15	
Memorial Day	Monday	May 30	
Independence Day	Monday	July 4	
Labor Day	Monday	September 5	
Veterans' Day	Friday	November 11	
Thanksgiving Day	Thursday	November 24	
Day After Thanksgiving	Friday	November 25	
Christmas Eve	Saturday	December 24	Christmas Eve (half day) Observed Friday, Dec. 23
Christmas Day	Sunday	December 25	Observed Monday, Dec. 26
New Year's Eve	Saturday	December 31	New Year's Eve (half day) Observed Friday, Dec. 30
New Years Day	Sunday	January 1, 2017	Observed Monday, Jan. 2

**\* NOTES:**

Maximum holiday compensation is limited to 8 hours of straight-time pay (4 hours on a designated 1/2-day holiday), depending on the bargaining unit. For permanent part-time positions, holidays are pro-rated accordingly.

For employees working a nonstandard schedule (e.g. 9/80) who do not work the holiday, a maximum of 8 hours of holiday pay will be earned. If the schedule requires more than 8 hours to be worked on the holiday, those hours must be made up for by using vacation or other approved leave balances. Supervisors should check the agreements of any employees working flex or alternate schedules to ensure the holiday work week is handled as negotiated, or call Human Resources for assistance in advance.

If you have any questions about this information, please check the applicable MOU or call Human Resources at extension 2510.