





## Administrative Policy


Title: Holidays				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.209	08-92 (N/A)	01-03-17		

This Policy had been numbered Policy 100.19. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 100.19  
Issued: 08-92  
Revised: N/A

# ADMINISTRATIVE POLICY

<b>SUBJECT:</b>		<i>Page 1 of 1</i>		
<b>HOLIDAYS</b>				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approval</i>
100	.19	August, 1992		

## **POLICY:**

Employees shall be compensated for eight (8) hours for each City holiday unless otherwise provided for in an applicable Memorandum of Understanding (MOU).

## **PROCEDURE:**

Employees should review the MOU which governs their bargaining unit for a list of City holidays.

In the event a City holiday falls on a Saturday or Sunday, observance of that holiday will be determined pursuant to the current applicable MOU. The same will be true of those holidays falling on an employee's regularly scheduled day off.

**CITY OF CORONA**