

**WEST SOUND UTILITY DISTRICT
RESOLUTION 634-16**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING REVISIONS TO THE DISTRICT'S
PERSONNEL MANUAL REGARDING PAID HOLIDAYS**

WHEREAS, the Board of Commissioners adopted newly revised Personnel Policies (Resolution 542-15) on May 11, 2015; and

WHEREAS, within the Personnel Policies, there is need to clarify the Section which pertains to "Paid Holidays"; NOW, THEREFORE,

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. The following section is hereby approved and incorporated into West Sound Utility District's Personnel Policies (Resolution 237-10):

"Section 4.07 Paid Holidays

Regular, full-time employees are eligible for eleven full-day paid holidays in each calendar year. Leave taken on these days is with pay and with no charge against annual leave. The floating holiday may only be used after the employee has been continuously employed by the District for at least six (6) months in any particular year the floating holiday is used and the floating holiday may not be carried over into the next calendar year.

<u>Holiday</u>	<u>Date Usually Observed</u>
New Year's Day	January 1 st
Martin Luther King's birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving Holiday	Last Thursday & Friday Nov.
Christmas Eve	Office closes at Noon, Dec. 24 th
Christmas Day	December 25 th
Floating Holiday	Employee's Choice (after Approval of Supervisor)

If a holiday (**other than Christmas Eve**) falls on Saturday, it will be observed on the proceeding Friday. When a holiday falls on Sunday, it will be observed on the following Monday. Otherwise, the District will observe the holiday on the actual scheduled day. For employees whose regular days off are other than Saturday and Sunday, their first regular day off shall be considered a "Saturday" and their second

regular day off shall be considered a "Sunday" for purposes of determining when their holidays shall be observed if a holiday falls on their regular day off.


Employees who schedule time off on either Christmas Eve or New Year's Eve are to use any available vacation benefits for this purpose shall be compensated for a half-day of vacation leave.

An employee who is on leave without pay the day before or day after a holiday shall not receive compensation for the holiday.

All employees shall be paid for holidays observed as they occur. A full-time regular employee who does not work on the day a holiday is observed shall receive eight hours pay at the employee's regular straight time rate. If a holiday falls during an employee's vacation, the employee shall be paid for the holiday and the holiday absence shall not be charged against the employee's accrued vacation benefits. When a regular employee resigns at the end of a pay period falling on a holiday, the employee will receive pay for that holiday. Regular employees resigning during the middle of a pay period will not earn holiday pay for holiday falling during that pay period, unless they have worked at least one day following such holidays.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a Board meeting scheduled on December 5, 2016.


WEST SOUND UTILITY DISTRICT
Kitsap County, Washington



Jerry Lundberg
Chairperson



Susan Way
Vice Chairperson



James J. Hart
Secretary