

Santa Barbara City Fire Department - Standard Operating Procedures Organizational Operations		Code: O-II-2
Holiday Time		
Chpt: II Scheduling / Time Management	Revised: 2/7/12	Pages: 2

I. FIREFIGHTER SHIFT PERSONNEL/MANAGEMENT SHIFT PERSONNEL

- A. Holiday time for shift personnel is accrued at a rate of 13 hours per month to a maximum of 156 hours in one calendar year. A new employee assigned to shift work on July 25th would begin earning Holiday hours effective August 1st. In this example, at the end of the calendar year, 60 hours of Holiday time would have accrued.
- B. Holiday time is taken during the year following the one in which it was earned. For example, Holiday time earned in 2006 is taken in 2007 as part of the employee's Vacation package.
- C. Hours accrued as Holiday time should always be taken before regularly earned vacation hours during the calendar year. For example, when a split Vacation request indicates October as a first choice and May as the second choice, Holiday time hours would be used first in May, followed by Vacation hours.
- D. Holiday time earned must be taken in the year following the year in which it was accrued; it cannot be banked or carried over. Holiday time is taken in 10, 12, 14 or 24 hour increments.

II. MANAGEMENT, OFFICE OF EMERGENCY SERVICES, OFFICE PERSONNEL WORKING 40 HOURS

- A. Management, Fire Prevention/Public Education, Supervisor, and Office Staff personnel working 40 hours per week take Holiday time as it is earned in eight hour increments during the calendar year. The City of Santa Barbara currently observes the following nine holidays:

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| 1. New Year's Day | January 1 |
| 2. Martin Luther King Jr.'s Birthday | Third Monday in January |
| 3. Washington's Birthday | Third Monday in February |
| 4. Memorial Day | Last Monday in May |
| 5. Independence Day | July 4 |
| 6. Labor Day | First Monday in September |
| 7. Thanksgiving Day | Fourth Thursday in November |

Holiday Time

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| 8. Thanksgiving Day After | Friday After Thanksgiving Day |
| 9. Christmas Day | December 25 |

B. When a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday shall be observed as a legal holiday. Holiday time is taken in eight-hour increments.