

- | | |
|------------------------------|------------------------------------|
| k. Friday after Thanksgiving | 4 th Friday in November |
| l. Christmas Eve | December 24 |
| m. Christmas Day | December 25 |
| n. New Year's Eve | December 31 |

2. Sunday Holiday: City Hall will be closed on holidays listed above in section 1. When a holiday listed herein falls on a Sunday, the following Monday shall be observed as a holiday. All City administrative offices and departments will be closed except fire suppression and lifeguard services.
3. Saturday Holiday: When a holiday listed herein falls on a Saturday, the preceding Friday will be observed as a Holiday. All City administrative offices and departments will be closed except fire suppression and lifeguard services.
4. Holiday Pay & Holiday Off Definitions for Full-Time Employees: For the purposes of this Article, Holiday Pay shall be defined as enumerated in Section 1, in which the employee is not scheduled to work and receives holiday benefits equivalent to the employee's workday at their hourly rate of pay. Holiday Off shall be defined as an enumerated day listed in Section 1, in which the employee is normally scheduled and receives holiday benefits equivalent to the employee's workday at their hourly rate of pay.

To provide flexibility to the classifications in the Parks, Recreation & Community Services, and Public Works Department's staff, the following practice will be followed:

- a. The following is a list of classifications within the departments aforementioned:
 - i. Community Services Coordinator
 - ii. Community Response Crew Member
 - iii. Community Response Crew Leader
 - iv. Maintenance Worker I
 - v. Maintenance Worker II
 - vi. Lead Maintenance Worker
 - vii. Streets Supervisor
 - viii. Sewer Supervisor
 - ix. Tidelands Supervisor
 - x. Fleet Mechanic
 - xi. Fleet Supervisor
 - xii. Facilities Supervisor

- b. If a holiday falls on an employee's regular scheduled day off, with supervisory approval, the employee may take the City-designated holiday on a mutually agreed-upon different day within the same pay period in which the holiday occurred.

The following conditions apply to this alternate option:

- i. The holiday pay is computed at an individual staff member's base hourly rate of pay.
- ii. Employees should take the holiday leave hours all at once on the same day. E.g. 9 hours of holiday time off.
- iii. Holidays will not be carried over. If the time is not taken off within the time defined above, the holiday will expire and will not be eligible for cash out or added to employee leave accruals. Instead of time off, the employee will receive Holiday Pay as defined in Section b of the MOU above.
- iv. Holidays should not exceed the number of recognized holidays identified under Article 12.0, Section 1.

- c. To provide flexibility for the classifications in the Marine Safety Department the following practice will be followed for the Full-Time Ocean Lifeguard II and Marine Safety Sergeant employees:

- i. If a holiday falls on an employee's regular scheduled day off, with supervisory approval, the employee may take the City-designated holiday on a mutually agreed-upon different day within the same pay period in which the holiday occurred. Employees who choose to take the leave in lieu of the holiday pay must provide notice of their decision to the department head four (4) weeks in advance for consideration. All leave approvals are subject to staffing levels review.
- ii. The absence of an employee who chooses to take the holiday leave instead of the pay shall and will not incur backfill and/or overtime pay.
- iii. The holiday pay is computed at an individual staff member's base hourly rate of pay.
- iv. Employees must take the holiday leave hours all at once on the same day. E.g. 10 hours of holiday time off.
- v. Holidays will not be carried over. If the time is not taken off within the time defined above, the holiday will expire and will not be eligible for cash out or added to employee leave accruals. Instead of time off, the employee will receive Holiday Pay as defined in Section b of the MOU above.
- vi. Holidays should not exceed the number of recognized holidays identified under Article 12.0, Section 1.

- d. It is the responsibility of the employee and supervisor to ensure that the hours are taken

within as defined under Article 12.0, Section 1, and that the employee doesn't take more hours or days than the in lieu of the recognized holiday identified under Article 12.0, Section 1.

Executed in Imperial Beach, California by:

SEIU LOCAL 221:



Roslyn Cassidy
SEIU 221 Senior organizing Rep.

01/23/2026

Date

CITY OF IMPERIAL BEACH:



Nadia Smith
Human Resources Director

01/28/26

Date



Crystal Celis
President

01/26/2026

Date



Tyler Foltz
City Manager

1/28/26

Date