



COUNTY OF KINGS

DEPARTMENT OF HUMAN RESOURCES

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EQUAL OPPORTUNITY EMPLOYER

November 1, 2011

TO: All Department Heads
FROM: Allison Picard, Human Resources Director
SUBJECT: **2012 HOLIDAY SCHEDULE**

Below is the tentative holiday schedule for 2012 based on approved contracts with the general employees (SEIU) and Prosecutor's Association. There are some holidays which fall on a weekend day in 2012 and are celebrated on an alternate date as noted below. If this schedule is modified through the negotiations process, an updated calendar will be provided.

2012 Holiday Schedule *

New Year's Day	Sunday	January 1	New Year's Day observed on Monday, Jan. 2
Martin Luther King Day	Monday	January 16	
Presidents' Day	Monday	February 20	
Memorial Day	Monday	May 28	
Independence Day	Wednesday	July 4	
Labor Day	Monday	September 3	
Veterans' Day	Sunday	November 11	Veteran's Day observed on Monday, Nov. 12
Thanksgiving Day	Thursday	November 22	
Day After Thanksgiving	Friday	November 23	
Christmas Eve	Monday	December 24	Christmas Eve (half day)
Christmas Day	Tuesday	December 25	
New Year's Eve	Monday	December 31	New Year's Eve (half day)
New Years Day	Tuesday	January 1	

* 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.

Additionally, the County will be closed between the Christmas and New Year's holidays in 2012. Unrepresented managers, general unit employees and the Prosecutor's Association will remain in paid status during this period. Employees in other bargaining units will continue to work their regular schedule even if the office is closed to the public.

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 within the same defined workweek. Supervisors should check the agreements of any employees working flex 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.