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DATE: June 3, 2024

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Linda Le, Director of Human Resources  
Aman Kaur, Senior Human Resources Analyst

SUBJECT: Resolution Approving Fixed and Observed Holidays for Fiscal Year 2024-2025

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**RECOMMENDATION**

It is recommended that the City Council adopt the attached Resolution Approving Fixed and Observed Holidays for Fiscal Year 2024-2025 pursuant to the City of Petaluma Personnel Rules and Regulations, Rule V Section 4 Establishment of Holidays, which requires that all designated fixed-date holidays for employees shall be determined by resolution of the City Council and passed annually to establish the holidays for the fiscal year.

**BACKGROUND**

The Meyers-Milias-Brown Act (MMBA) governs the labor-management relations in California. The scope of representation includes all matters relating to employment conditions and employer-employee relations, including, but not limited to, wages, hours, and other terms and conditions of employment. The City's agreements with employees provide for thirteen paid holidays per fiscal year. Pursuant to each Memoranda of Understanding (MOU) and Compensation Plan, twelve holidays plus one floating or personal leave holiday are established by City Council Resolution. Any change to the agreed upon holidays as memorialized in each MOU will be discussed in upcoming negotiations in compliance with the MMBA.

MOUs apply to Unit 1 – Confidential, Unit 2 – Maintenance, Unit 3 – Clerical and Technical, Unit 4 – Professional, Unit 6 – Police, Unit 7 – Fire (Fire Personnel on a 40-hour work week), Unit 9 – Mid-Managers, Unit 10 – Public Safety Mid-Management (Police Personnel and Fire Personnel on a 40-hour work week), and Unit 11 – Confidential Professional and Mid-Managers. Unit 8 is not represented and is covered under a Compensation Plan.

The Unit 7 – Fire and Unit 10 – Public Safety Mid-Management (Fire Personnel on a 56-hour work week) MOUs specify the fixed and observed holidays, thus the proposed resolution does not apply to those bargaining units or associated personnel.

Under the current MOU Agreements, a fixed holiday is the actual holiday the City has agreed to recognize. The observed holiday is the date the fixed holiday will be observed and employees will be provided with the day off or receive holiday pay in lieu<sup>1</sup>. Because the language contained within each of the MOUs varies slightly, the resolution designates the fixed holiday, as well as the day of observance.

As a reminder, Friday is a day off for most employees working a Monday – Thursday 4/10 schedule. Most employees on a 9/80 schedule have every other Friday off. Per MOU policy and practice, if an observed holiday falls on a regularly scheduled day off, the holiday is observed the day before or the day after the scheduled holiday. As such, the day after Thanksgiving is observed on the Wednesday before Thanksgiving. Thus, offices are closed on the Wednesday preceding Thanksgiving. Furthermore, the manner in which the City observes holidays is a consistent approach among other geographically similar agencies. All critical City services, including Police, Fire, and Water, remain covered during observed holidays.

**DISCUSSION**

By adopting the resolution designating fixed and observed holidays, consistency is achieved between labor groups, and expectations relative to days of operation are more clearly understood by the public.

As directed by the City Council, potential changes to the holidays, including the possibility of recognizing the Juneteenth holiday (June 19th), will be discussed in the upcoming negotiations in compliance with the MMBA.

The twelve, designated fixed and observed holidays for the employees of the City of Petaluma for FY 2024-2025, as agreed to in each MOU Agreement, are as follows:

<b>HOLIDAY</b>	<b>FIXED HOLIDAYS</b>	<b>OBSERVED HOLIDAYS</b>
Independence Day	Thursday, July 4, 2024	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024	Monday, September 2, 2024
Veterans Day	Monday, November 11, 2024	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024	Wednesday, November 27, 2024
Christmas Eve	Tuesday, December 24, 2024	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024	Wednesday, December 25, 2024
New Year's Day	Wednesday, January 1, 2025	Wednesday, January 1, 2025
Martin Luther King Day	Monday, January 20, 2025	Monday, January 20, 2025

<sup>1</sup> Certain police and fire personnel receive holiday pay in lieu of a day off due to the critical nature of their position.

Presidents' Day	Monday, February 17, 2025	Monday, February 17, 2025
Cesar Chavez Day	Monday, March 31, 2025	Monday, March 31, 2025
Memorial Day	Monday, May 26, 2025	Monday, May 26, 2025

**PUBLIC OUTREACH**

This agenda item was noticed in compliance with the California Brown Act.

**COUNCIL GOAL ALIGNMENT**

This action aligns with the City Council Goal of “A City That Works For Everyone.” This objective includes recruiting, hiring, retaining, and advancing a workforce that is diverse, representative, skilled, talented, and prepared to meet the demands of a full-service City.

**ENVIRONMENTAL REVIEW**

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(4), in that approving this action does not meet CEQA's definition of a “project,” because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**FINANCIAL IMPACTS**

City employees are provided, by agreement, with twelve paid holidays and one floating or personal leave holiday per fiscal year which are to be designated by City Council Resolution. The paid time off is budgeted in the employee salaries budget. The annual estimated value of paid holidays off for City employees in FY 2024-2025 is \$2,409,098.17.

**ATTACHMENTS**

1. Resolution