



**HUMAN RESOURCES
COUNTY OF HUMBOLDT**

825 FIFTH STREET, ROOM 100, EUREKA, CA 95501

PHONE: (707) 476-2349 FAX: (707) 445-7285

www.humboldt.gov/hr

**SIDE LETTER OF AGREEMENT
Library Holidays**

The purpose of this side letter is to adopt a policy to accommodate paid holiday time for County of Humboldt Library employees due to the non-traditional Tuesday through Saturday schedule that the library operates under.

This letter represents the Parties' agreements to adopt this policy as if incorporated to amend the MOU. Underlined sections are additions and strikethrough indicates deletion.

20.2.3. Library Holidays

When a holiday falls on a regular workday, Tuesday through Saturday, that day will be the observed holiday and the Library will be closed.

When the following holidays fall on a Sunday or Monday, library staff will accrue holiday hours in the amount commensurate to their full-time equivalent status (as otherwise described in Article 20), with no Saturday closure.

- The third Monday in January, Martin Luther King Day
- The twelfth day in February, Lincoln's Birthday
- The third Monday in February, President's Day
- The thirty-first day of March, Cesar Chavez Day
- The nineteenth day in June, Juneteenth
- The eleventh day in November, Veteran's Day
- And every day appointed by the President or Governor for a public fast, thanksgiving or holiday when so designated by the Board of Supervisors.

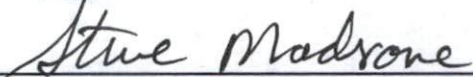
When the following holidays fall on a Sunday or Monday, Library staff will observe the holiday on the Saturday prior to the holiday, and the Library will be closed.

- January 1, New Year's Day
- The last Monday in May, Memorial Day
- The fourth day in July, Independence Day
- The first Monday in September, Labor Day
- The twenty-fifth day of December, Christmas Day

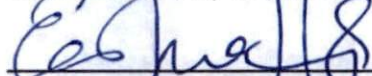
When the following Holiday Eves fall on a scheduled workday, the Library may adjust service hours to open no earlier than 9 AM and close no later than 5 PM without loss of pay for employees whose normal regular schedules fall outside of these times. The Department will endeavor to remind employees about any schedule changes planned at least two weeks prior to such occurrence.

- Thanksgiving Eve
- Christmas Eve
- New Year's Eve

FOR THE COUNTY



Steve Madrone, Chair
Humboldt County Board of Supervisors

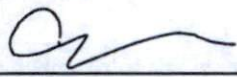


Elishia Hayes
County Administrative Officer




Zachary O'Hanen
Director of Human Resources

FOR THE UNION



Andrew Redden
Business Agent, Local 1684


Sarah Ireland (Dec 21, 2022 11:04 PST)

Sarah Ireland
President, Local 1684





AFSCME Side Letter of Agreement - Library Holidays Union

Final Audit Report

2022-12-21

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