

To: Executive Committee

From: Director Placido

Date: May 4<sup>th</sup>, 2023

Subject: Recommended Amendment to the Employee Handbook for Holiday Pay

Since the approval of the most recent amendment to the Holiday Policy, in July 2021, the Federal Government and the states of Washington and Oregon have added Juneteenth as a holiday. Recognizing Juneteenth, organizationally, is consistent with our institutional values and allows staff the time to commemorate this important day.

Adding Juneteenth as a holiday will result in nine scheduled, recognized holidays. In 2023, an 8-hour workday results in approximately \$11,000 in personnel costs across the organization. Those costs will increase composite rates, minimally – less than one half of 1%, and are billed to funders. Total personnel costs are already captured in the approved budgets annually.

The second proposal in this policy amendment is intended to correct a longtime inequity in application of the holiday policy. The organization presents the holiday policy as a benefit to all employees and the organization recognizes employees who work at least 30 hours per week or 0.75 FTE as full-time employees. Regardless of this recognition, holiday pay was only available to people who worked on those dates. Additionally, the application and approval of holiday pay has not been consistent across the organization. Consistent with other local organizations and governments, my recommendation is to extend holiday pay to all employees, allowing a holiday to be taken on the regularly scheduled workday immediately prior to or immediately after a holiday, if the holiday is not on their regularly scheduled workday. Currently we have one employee who does not work on Mondays and several who do not work on Fridays, there are a total of 6 employees who have approved schedules between 0.75 and 0.80 FTE. This change will have little to no impact on the organization from an operational standpoint but will make good strides in equity and predictability.

Both proposals are the result of workplace interviews and informed by the Strategic Direction and the 3-Year Equity Strategy.

## HOLIDAY PAY

Estuary Partnership observes nine holidays annually. If an Estuary Partnership-observed holiday falls on a regularly scheduled workday for an eligible employee, the employee is paid their regular rate for their regular shift for that day, regardless of the length of that shift. If the holiday falls on a day that is not a regularly scheduled workday for an eligible employee, the holiday may be taken on the regularly scheduled workday immediately prior to or immediately after the holiday.

The Estuary Partnership reserves the right to change or modify the number and dates of paid holidays, at its discretion. Currently, Estuary Partnership holidays include:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

The Estuary Partnership observes holidays on the federally recognized day.  
Paid time off for holidays is not counted as “hours worked” for purposes of calculating overtime.

Additionally, the Estuary Partnership provides up to two 8-hour floating holidays that may be used during the year with advance approval of the supervisor. This policy applies to employees who work 0.75 FTE or greater. Employees who join the Estuary Partnership during the year will receive the two floating holidays if they begin employment between January 1<sup>st</sup> and June 30<sup>th</sup>; employees who begin employment after July 1<sup>st</sup> will receive one floating holiday to be used prior to the end of that calendar year. Each 8-hour paid holiday is to be used in a single day.

Floating holidays are tracked on a calendar-year basis and must be used by the end of the calendar year.