



**DATE:** February 8, 2024

**TO:** Programs and Administration Committee

**FROM:** Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director

**SUBJECT:** Agency Holiday Information

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### **SUMMARY**

As requested by the WMA Board at the December 20, 2023, meeting, staff prepared additional information regarding Agency approved holidays.

### **DISCUSSION**

On December 20, 2023, the WMA Board unanimously approved Juneteenth as an Agency holiday. The Board agreed that given Juneteenth's historical significance it should be observed as a standing holiday. The Board further requested that information be presented to the P&A committee regarding the Agency's approach to considering holidays moving forward. With the addition of Juneteenth to the other standing holidays (See Attachment 2), staff does not anticipate recommending any additional holidays. Further, the three floating holidays provide staff with the flexibility to observe other cultural or religious events at their discretion.

Staff considered multiple criteria when determining if it was appropriate to recommend changes to the Agency's paid holidays by adding Juneteenth. One, as mentioned, is the unique historical significance of Juneteenth. Another criterion was a comparison to our member agencies. Staff conducted a survey to assess how many member agencies recognize Juneteenth as a holiday and the total number of paid holidays member agencies offer. As noted in Attachment 1, approximately half the member agencies acknowledge Juneteenth as a standing holiday. With the addition of Juneteenth, StopWaste has 16 paid holidays including floating holidays, which is in the upper middle range of paid holidays compared to our member agencies.

Finally, staff also consider the "productivity cost" (measured as salary and applicable benefits) of the additional holiday, which is approximately \$27,000. Each holiday does have a productivity cost, so it's essential to consider cost along with other criteria mentioned above.

### **RECOMMENDATION**

Information only, no action required.

Attachment 1: Survey of member agencies' paid holidays  
Attachment 2: Current StopWaste holidays

# ATTACHMENT 1

## Member Agency Holiday Survey

	Paid Holiday for Juneteenth?	# of observed holidays	# of Floating Holidays	Total Holidays
StopWaste	Yes	12	3	16
City of Alameda	Yes	11	3.5 - 5.5*	14.5 - 16.5*
Alameda County	Yes	12	4	16
Albany	Yes	11	4	15
Berkeley	Yes	14	3	17
Castro Valley	No	12	0	12
Dublin	additional floating holiday for cultural or religious observance	12	2 current, 4 in 2024	16 in 2024
Emeryville	No	11	3	14
Fremont	Yes	13-14*	Note: Management gets a holiday "bank of 112 hours (14 days)	13-14
Hayward	No	14.5	0	14.5
Livermore	No	12		12
Newark	No	11	2	13
Oakland	Yes	14	1	15
Oro Loma	No	9	7	16
Piedmont	No	12	1	13
Pleasanton	No	11	4-7*	15-18*
San Leandro	Yes	14	1	15
Union City	Yes	12	3	15

\* depending on bargaining unit / classification

## Attachment 2

# 2024 HOLIDAY SCHEDULE

Monday January 01	New Years Day	
Monday January 15	Martin Luther King, Jr. Birthday	
Monday February 19	President's Day	
Monday May 27	Memorial Day	
Wednesday June 19	Juneteenth Day	
Thursday July 4	Independence Day	
Monday September 2	Labor Day	
Monday October 14	Indigenous People's Day	
Monday November 11	Veterans Day	
Thursday November 28 & Friday November 29	Thanksgiving Day & Day After Thanksgiving	
Tuesday December 24 & Wednesday December 25	Christmas Eve & Christmas Day	

**\*\*Three Floating Holidays are granted on July 1<sup>st</sup> to be used by end of fiscal year  
(for eligible employees)**