



## **Staff Report**

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### HOLIDAY FURLOUGH FROM DECEMBER 25 THROUGH JANUARY 1, 2007

Honorable Mayor and Council Members:

#### **Summary**

The staff is proposing a Holiday Furlough, during the week of December 25, 2006 through January 1, 2007. City Administrative Offices City Hall and Recreation Administration would be closed during the proposed time period.

#### **Background**

The City implemented a furlough during the holidays of December 2003 to January 2004.

#### **Discussion**

Staff has prepared a draft of the proposed Holiday Furlough for December 25 through January 1, 2007. The proposed furlough would result in City Hall and Recreation Administration Offices being closed over the entire furlough period. While some parks and streets maintenance personnel may elect to take time off during the furlough period, they are not required to do so. There will be maintenance personnel working during the furlough period. Of course, the Police Department will be fully operational. The Parks and Recreation Department's Day Care program will also be open, during the furlough period.

The Holiday Closure Schedule proposal has been presented to both AFSCME and MMCEA representatives. City staff and the two employee organization representatives have met and conferred about the proposal. Both, AFSCME and MMCEA memberships have voted on the Holiday Closure Schedule and are in agreement with the proposal.

#### **General Plan/Vision Statement**

Does not apply.

#### **Fiscal Impact**

Although the exact dollar amount is not calculable at this time, there will be a positive financial impact in that accumulated leave time is being utilized in-lieu of regular hourly wages.

**Public Contact**

With the approval of the Holiday Furlough –December 25, 2006 through January 1, 2007, staff will prepare and send news releases to all local newspapers. Notices will be placed on every service counter located at City Hall and the Recreation Administration Offices. The notice will be prominently displayed on the City’s website.

**Recommendation**

It is recommended that the City Council approve the Holiday Furlough, during the week of December 25 through January 1, 2007.

**Alternatives**

In the alternative, the City Administrative offices (City Hall and the Recreation Administrative Offices) would remain open on December 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup>, 2006.

**Attachments**

- A. Holiday Furlough Program

Respectfully submitted,

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Terrence L. Belanger  
Interim City Manager

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**Staff Contact:**

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## **FY 06-07 HOLIDAY CLOSURE SCHEDULE FOR ADMINISTRATIVE OFFICES**

Employees may be required to take up to 24 hours time off.

Employees may use paid time off in the following order to cover the holiday closure time off:

- 1) floating holidays, 2) compensatory time, 3) vacation or 4) if an employee has no accrued or accumulated vacation leave, compensatory time or floating holidays they may be permitted to utilize other accumulated leave. If employees do not have any accrued or accumulated leave of any kind, they may borrow against future accruals – up to and including time accrued, as of June 30, 2007. Employees may also, at their option, elect to take time off without pay during this period.

### **Schedule A - Christmas and New Year's – City Hall and Recreation Administration Staff**

- City Administrative facilities (City Hall and Parks and Recreation Administration) will close during the period of Monday, December 25, 2006 through Monday, January 1, 2007. Parks Maintenance, Public Works Maintenance, Daycare and Police will continue to operate during the administrative office closure period. Parks and Public Works Maintenance will adhere to Schedule B described below.
- The holiday closure period encompasses the City paid holidays of December 25 and January 1. The December 24/31 holiday will be designated as December 29, 2006. Therefore a total of 3 City paid holidays will occur during this time period. Although there are some exceptions (noted below), the remaining 3 days (December 26, December 27, and December 28) will be designated holiday closure days.
- The City may require or permit, at the discretion of the department head, certain other employees to work a regular or partial schedule on one or more of the holiday closure days (December 26, December 27 and/or December 28). Employees permitted to work during the holiday closure will be paid their regular salary. Employees required to work will be paid at the overtime rate. Those employees required to work will not have to use accumulated leave time, for the hours they work.

**Schedule B – Christmas and New Year’s – Public Works Maintenance and Parks  
Maintenance Staff**

- Public Works Maintenance and Parks Maintenance employees, who work a 4/10 schedule, who take off during the holiday closure week, if they are regularly off on Monday, they would take the following days off:

Tuesday, December 26, 2006  
Wednesday, December 27, 2006  
and/or  
Thursday, December 28, 2006

- Public Works Maintenance and Parks Maintenance employees whose regularly scheduled day off is Friday would take the following days off, if they do not work during the holiday week:

Tuesday, December 26, 2006  
Wednesday, December 27, 2006  
and/or  
Thursday, December 28, 2006

- Public Works Maintenance employees who are assigned to be the Stand-by Crew will be compensated at the Stand-by holiday rate for the intervening three days, December 26th and December 28th, if on any one or more of these days, all Public Works Maintenance employees elect to take the time off.