

City of San José

2005/2006 Holiday Closure

Selected City offices and facilities will be closed to the public from **Friday, December 23, 2005 through Monday, January 2, 2006**. Essential services including, but not limited to, Police, Fire, Airport, and Environmental Services/WPCP will continue to operate and certain scheduled recreational and cultural facilities and events will be held as scheduled. Department Directors will determine which services will remain open.

Voluntary Closure

City employees are asked to participate in the closure on a **voluntary** basis. If you prefer to work, you must notify your supervisor in advance to make arrangements for an assignment. You may be assigned to perform work outside of your usual assignment and possibly outside of your department.

Choosing Paid Leave

During the closure, some work days do not fall on holidays. For these days you have the following options for recording your time off if you choose paid leave (sick leave may not be taken):

- **Vacation** - 2006 accruals will be available.* Probationary employees may use vacation during the closure.
- **Personal Leave** - 2006 allotment will be available for eligible employee groups.*
- **Executive Leave** - 2006 allotment will be available for eligible management employees.*
- **Earned Compensatory Time Off**

** The 2006 payroll calendar year begins December 18, 2005, therefore, 2005 Personal Leave and Executive Leave must be taken by December 17, 2005. (Unused 2005 Personal Leave and Executive Leave may not be carried over to the 2006 payroll calendar year.) Personal Leave and Executive Leave hours used on or after December 18, 2005, will come from your 2006 balance.*

No Penalty for Taking Unpaid Leave

If you choose to take leave without pay during the Holiday Closure, the City will restore accruals for sick leave, vacation and seniority. Health and dental benefits will not be affected. (If you work or take paid leave for at least 1,739 hours during the 2006 payroll calendar year, your retirement service credit will not be affected.) **Please note that unpaid leave during the Holiday Closure should be coded as CLO.**

Pay Checks

The last payday of the 2005 payroll calendar year is December 23, 2005, which is included in this year's Holiday Closure. Paychecks will be deposited into specified accounts for employees who have direct deposit. In addition, each department shall make arrangements for paychecks to be available for pick-up sometime on December 23rd for employees who do not have direct deposit and need to receive their paychecks.

December 2005 / January 2006

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

= City Holiday
 = Holiday Closure