



17661 Pilkington Rd.  
Lake Oswego  
OR 97035

p: 503.635.6041  
f: 503.699.9423

[www.rivergrovewater.com](http://www.rivergrovewater.com)

## 2021-02 RESOLUTION FOR "HOLIDAYS"

WHEREAS: the Rivergrove Water District reviews the Employee Handbook to ensure consistency and legal compliance while striving to attract and retain talented employees;

WHEREAS: the current Holiday Policy requires updating to ensure uniformity in recognizing federal holidays;

WHEREAS: the Rivergrove Water District has drafted a new Holiday Policy to replace the current Holiday Policy in the Employee Handbook and is attached hereto as **Exhibit A**;

WHEREAS: all duly elected officials of the Rivergrove Water District have reviewed the new Holiday Policy and recommend adoption;

**NOW, THEREFORE, BE IT RESOLVED by the Rivergrove Water District Board of Commissioners the new Holiday Policy replaces the current Holiday Policy effective January 1st, 2022.**

This Resolution moved by Commissioner Johnson.

Seconded by Commissioner Magura.

Adopted by the Board of Commissioners of the Rivergrove Water District this 28th day of June 2021, by the following vote:

Ayes: Commissioner Roth, Commissioner Johnson, Commissioner McDowell, Commissioner Magura, and Commissioner Patterson.

Nays: None

Signed

Christine K. Roth  
Christine K. Roth, Chair

Attest

James W. Johnson  
James W. Johnson, Commissioner

## Exhibit A

### 5.4 HOLIDAYS

You will receive a full day's pay for the following observed holidays:

<b>New Year's Day</b>	<b>January 1st</b>
<b>Martin Luther King's Birthday</b>	<b>3rd Monday in January</b>
<b>Presidents Day</b>	<b>3rd Monday in February</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Juneteenth</b>	<b>June 19th</b>
<b>Independence Day</b>	<b>July 4th</b>
<b>Labor Day</b>	<b>1st Monday in September</b>
<b>Veteran's Day</b>	<b>November 11th</b>
<b>Thanksgiving Day</b>	<b>4th Thursday in November</b>
<b>Day After Thanksgiving</b>	<b>4th Friday in November</b>
<b>Christmas Eve</b>	<b>December 24th (except when it falls on a Saturday or Sunday)</b>
<b>Christmas Day</b>	<b>December 25th</b>

In order to be eligible for Holiday pay, an employee, **not on approved leave**, must work either the scheduled day before or the scheduled day after the designated holiday. Employees submitting a doctor's disability or illness certificate for scheduled days before or after the designated holiday shall be eligible for Holiday pay.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for the day.

Holidays that occur during an employee's sick leave shall not be charged against such leave.

When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the proceeding Friday. Christmas Eve is excluded from this exception.

If an employee works on any holiday observed by the District, the employee shall either be paid or given compensatory time for all hours worked at the rate of double time and a half the regular rate of pay.

Regular part-time personnel shall be paid Holiday pay for all the above-designated paid Holidays.