

LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: HOLIDAY: ACCRUAL OF BENEFITS		Original Issue Date: 2/13/76	Policy # 516
		Supersedes: 11/16/20	Effective Date: 5/10/24
Policy Owner(s): On Site Director of Human Resources Executive Sponsor(s): Chief Executive Officer			
Departments Consulted: DHS Human Resources	Reviewed & approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: (Signature on File) Executive Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To ensure that employees receive credit for the applicable number of holiday hours worked as defined by the County Code.

POLICY

All employees who are employed on a monthly basis are entitled to take a day off on a County holiday except when the release of these employees would result in an operational impact and/or when the employee is assigned to a post-position. In cases where the employee is required to work on a County holiday, the employee shall accrue holiday time-off subject to the applicable Memorandum of Understanding (MOU) and/or County Code provisions. Any part-time, permanent, or shift employee (i.e., "O" item) employed on a monthly basis shall be allowed paid leave in an amount equal to the number of hours specified by County Code provisions.

RESPONSIBILITY

Administrators
Department Managers
Supervisors

REFERENCES

Fair Labor Standards Act
Los Angeles County Code 6.12.040, 6.12.050
Applicable Memoranda of Understanding

REVISION DATES

August 1, 1994; October 20, 1998; April 16, 2002; May 28, 2004; September 29, 2008;
February 11, 2014; May 9, 2017; November 16, 2020; May 10, 2024