

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>HOLIDAY: ACCRUAL OF BENEFITS</b>	Original Issue Date: 2/13/76	Policy # <b>516</b>
	Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: DHS Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical 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