



**Human Resource Services**

October 20, 2009

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

**Subject: Administrative Code Amendment**

Dear Board Members:

**Recommendation:**

That your Board adopt an Administrative Code amendment allowing less than fulltime unrepresented management employees to receive prorated floating holiday provisions.

**Discussion/Findings:**

We are recommending changes in the Holiday provision of the Alameda County Administrative Code, for unrepresented management eligible employees whose standard working hours change from less than fulltime working status to fulltime working status prior to July 1 to allow their floating holidays to be prorated based upon the change to fulltime.

**Financing:**

There is no cost resulting from this action.

Very truly yours,

Mary Welch, Interim Director  
Human Resource Services

MW:vb  
Z:\Board Letters\11.03.09 Administrative Code Amendment

Cc: CAO  
Auditor-Controller  
County Counsel  
Agency/Department Heads

Approved as to Form  
RICHARD E. WANNIE, County Counsel

By \_\_\_\_\_

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE  
ALAMEDA COUNTY ADMINISTRATIVE CODE

The Board of Supervisors of the County of Alameda ordains as follows:

**SECTION I**

**Section 3.16.010** Holiday Defined, of Chapter 3.16 Holidays, is hereby amended by the addition thereto of the following Subsection to read as follows:

D. The following applies to Unrepresented Management Employees:

Effective January 1, 2009, floating holidays for less than fulltime unrepresented management eligible employees whose standard working hours change to fulltime after January 1 but prior to July 1 of a calendar year, shall be increased based on the employee's fulltime status. The prorated adjustment to the floating holiday hour balance shall not exceed the fulltime equivalent amount for four days of floating holidays (32 hours for 80 hour per pay period employee and 30 hours for 75 hour per pay period employee) or the fulltime equivalent amount in effect for the calendar year. After July 1 of a calendar year, no adjustment will be made to the floating holiday hour balance.

**SECTION II**

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.