



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

MEETING DATE: October 15, 2021

AGENDA ITEM 4.15

From: Angela Reich, SPHR Director of Administrative Services

RECOMMENDED ACTION

Approve modifications to RTC Personnel Rule 11.4 (Holidays – Fixed and Floating)

BACKGROUND AND DISCUSSION

At this time, RTC Personnel Rules allow for five Fixed Holiday days and six Floating Holiday days annually. The recommended modification of Personnel Rule 11.4 is to reclassify Memorial Day as a sixth Fixed Holiday and keep the current (6) Floating Holidays to include the new Juneteenth Holiday starting in 2022. If approved, there will be (6) Fixed and (6) Floating Holidays.

FISCAL IMPACT

Funding for this item is included in the FY 2022 budget.

PREVIOUS BOARD ACTION

November 20, 2020 Approved addition of new language to Personnel Rules.

ATTACHMENT(S)

A. Modification of Personnel Rule 11.4 (Holidays- Fixed and Floating)

ATTACHMENT A

11.4 Holidays - Fixed and Floating

1. Legal holidays for employees of the RTC are as follows:

- i. **Fixed Holidays** - Full-time employees will have ~~six (6)~~ eight-hour (8-hour) fixed holidays. Part-time employees will have ~~six (6)~~ fixed holidays. Hours will be prorated basis based on their regularly scheduled work week.

New Year's Day - January 1
Independence Day – July 4

Memorial Day – fourth Monday in May
Thanksgiving Day - fourth Thursday in November
Family Day - Friday following Thanksgiving Day
Christmas Day - December 25

- ii. **Floating Holidays** - Regular, full-time employees will have a maximum of six (6) eight-hour (8-hour), and regular, part-time employees will have a maximum of six (6) holidays on a prorated basis based on their regularly scheduled work week to be used during a calendar year.

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