



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Dom Zanger  
District No. 1

Kollin Kosmicki  
District No. 2

Mindy Sotelo  
District No. 3  
Vice-Chair

Angela Curro  
District No. 4  
Chair

Bea Gonzales  
District No. 5

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**Item Number: 1.11**

**MEETING DATE:** 11/12/2024

**DEPARTMENT:** HUMAN RESOURCES

**AGENDA ITEM PREPARER:** Elvia Barocio

**DEPT HEAD/DIRECTOR:** Henie Ring

**SUBJECT:**

**Adopt Resolution authorizing the 2024 San Benito County Holiday Closure Schedule for all Departments authorizing the hours of operation during December 2024 for holiday closure period, as set forth in Exhibit "A".**

SBC File Number: 630

RESOLUTION NO: 2024-136

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

For the last few years, the Board of Supervisors have approved some County offices to close for the Holiday period at the end of December. County employees will receive holiday pay for December 25, 2024, and January 1, 2025; therefore, no vacation time will be necessary for those days. Additionally, pursuant to Rule 6.11.1 (C) of the San Benito County Personnel Rules and Procedures, county employees receive an Administrative Holiday pay that can be used on December 24, 2024, or December 31, 2024, with Department Head approval. For those departments that will close as shown in Exhibit "A" employees will either take the 2024 Holiday closure unpaid or use their accrual balances, thus reducing the County's accrual bank liability. In alignment with other county departments, the San Benito County Free Library is requesting to close on the Saturday following Thanksgiving. The amount of patron traffic the library receives on Saturday's is lower and does not justify working staff for only 3 hours on a holiday weekend. Additionally, closing the library on this day would provide consistency across all county departments and would allow staff an extended holiday weekend.

**RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

Yes

**CONTRACT NEEDED FOR THIS ITEM:**

No

**RFP AND BID HISTORY:**

NA

**LAST CONTRACT AMOUNT OR N/A:**

NA

**CONTRACT HISTORY (Describe all amendments and previous contracts):**

NA

**STRATEGIC PLAN GOALS: 1. Operational Development & Excellence**

Yes

**STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth**

Yes

**STRATEGIC PLAN GOALS: 3. Technology**

No

**STRATEGIC PLAN GOALS: 4. Community Engagement**

No

**STRATEGIC PLAN GOALS: 5. Health & Safe Community**

No

**BUDGETED:**

N/A

**BUDGET ADJUSTMENT NEEDED:**

N/A

**SOURCE OF FUNDING:**

N/A

**UNFUNDED MANDATE:**

N/A

**SBC BUDGET LINE ITEM NUMBER:**

NA

**CURRENT FY COST:**

NA

**STAFF RECOMMENDATION:**

1. Adopt Resolution authorizing the 2024 San Benito County Holiday Closure Schedule.

**ATTACHMENTS:**

[2024 Holiday Closure Resolution](#)

[2024 SBCO Holiday Office Closure List Exhibit A](#)