



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Betsy Dirks
District No. 1

Kollin Kosmicki
District No. 2
Vice Chair

Peter Hernandez
District No. 3
Chair

Bob Tiffany
District No. 4

Bea Gonzales
District No. 5

Item Number: 4.18

MEETING DATE: 12/13/2022

DEPARTMENT: HUMAN RESOURCES

AGENDA ITEM PREPARER: Elvia Barocio

DEPT HEAD/DIRECTOR: Ray Espinosa

SUBJECT:

HUMAN RESOURCES - H. RING

Adopt Resolution authorizing the 2022 San Benito County Holiday Closure Schedule for all Departments authorizing the hours of operation during December 2022 for holiday closure period; Exhibit "A" provides the 2022 Holiday closure schedule for all the County departments.

SBC FILE NUMBER: 630

RESOLUTION NO.: 2022-155

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

For the past couple of years, the Board of Supervisors has closed some County offices for the Holiday period at the end of December. County employees will receive holiday pay for 12/26/2022, and 1/02/2023; 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 23 or December 30 with Department Head approval. For those departments that will close as shown in Exhibit "A" employees will either take the 2022 Holiday closure unpaid or use their accrual balances, thus reducing the County's accrual bank liability.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

Yes

CONTRACT NEEDED FOR THIS ITEM:

N/A

CONTRACT AND RFP HISTORY:

NA

LAST CONTRACT AMOUNT OR N/A:

NA

STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:

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. Receive the 2022 San Benito County Holiday Closure schedule for all departments.
2. Adopt a Resolution of the San Benito County Board of Supervisors authorizing the hours of operation for the December 2022 holiday closure period.

ATTACHMENTS:

[2022 Holiday Closure Resolution](#)
[Exhibit A](#)