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Esperanza Colio Warren

COUNTY COUNSEL:
Gregory Priamos

CLERK OF THE BOARD:
Vanessa Delgado

**Agenda Item
Special Meeting of the
Board of Supervisors
Tuesday, December 2, 2025**

Item Number: 2.B

MEETING DATE: 12/02/2025

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Henie Ring

DEPT HEAD/DIRECTOR: Esperanza Colio Warren

SUBJECT:

COUNTY ADMINISTRATIVE OFFICE - E. COLIO WARREN

Adopt Resolution authorizing the 2025 San Benito County Holiday Closure Schedule for all Departments authorizing the hours of operation during December 24-31, 2025 through January 2, 2026, for holiday closure period, as set forth in Exhibit "A".

SBC FILE NUMBER: 630

RESOLUTION NO: 2025-104

AGENDA SECTION:

REGULAR AGENDA

BACKGROUND/SUMMARY:

For the last few years, the Board of Supervisors has approved some County offices to close for the holiday period at the end of December. County employees will receive holiday pay for Thursday, December 25, 2025, and Thursday, January 1, 2026; 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, eligible county employees may use Administrative Holiday pay that can be used on December 24, 2025, or December 31, 2025, with Department Head approval. For those departments that will close as shown in Exhibit "A" employees will either take the 2025 Holiday closure using their earned accruals or will record their time as unpaid if they do not have earned accruals available, thus reducing the County's accrual bank liability.

The County is recommending the following days as the holiday closure: Friday, December 26th, Monday, December 29th, Tuesday, December 30th, Wednesday, December 31, 2025, and Friday, January 2, 2026. Employees will use their accruals earned (Vacation leave, 2025 Administrative Comp leave, 2025 Floating Holiday leave) in 2025 for the December 26 through December 31 holiday closure dates.

Employees will use (Vacation leave, 2026 Administrative Comp leave, 2026 Floating Holiday leave) for the January 2, 2026, closure date.

San Benito County Holiday Office Closure as requested:

Agricultural Commissioner

Closed December 24 through January 2, 2026

Appointments are available if needed for registrations, permits and inspection services, please call 637-5344.

Assessor (& GIS)

Closed December 24 through January 2, 2026

Limited staff will be working, but office will be closed to the public.

Auditor-Controller (& Payroll)

Closed December 24 through January 2, 2026

Behavioral Health

Closed December 26 and closed January 2, 2026

Limited staff will be available over the closure dates listed.

Child Support Services

Closed at 12 noon December 24 through January 2, 2026

County Administrative Office

Closed December 24 through January 2, 2026

OES/EMS

Closed December 24 through January 2, 2026 - Duty Officer on call 24/7

County Clerk-Recorder's Office

Closed on December 25 and January 1, 2026

COG

Closed December 23 through January 2, 2026

County Counsel

Closed December 24 through January 2, 2026

District Attorney

Closed December 24 through January 2, 2026

Limited Staff will be available for in-custody filings and court hearings.

Elections Office

Closed on December 25 and January 1, 2026

Health and Human Services

Closed December 26 and December 29

and

Closed January 2, 2026

Limited staff will be available over the closure dates listed; the main office of Health and Human Services Agency at 1111 San Felipe Rd., Suite 206 lobby will remain open for public emergency services as

needed.

Library

Closed December 24 through January 2, 2026

Probation

Closed on December 25 and January 1, 2026

RMA - Engineering/Public Works and Building/Planning

Closed on December 25 and January 1, 2026

Sheriff (Office)

Closed December 24 through December 26

and

Closed December 31 through January 2, 2026

Treasurer, Tax Collector and Public Administrator

Closed from 12:00 noon to 5:00 pm on December 22 and December 23

and

Closed December 24 through January 2, 2026

UC Extension

Closed December 24 through January 1, 2026

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Adopt Resolution authorizing the 2025 San Benito County Holiday Closure Schedule for all Departments authorizing the hours of operation during December 24-31, 2025 through January 2nd, 2026, for holiday closure period, as set forth in Exhibit "A".

ATTACHMENTS:

[Agenda Fact Sheet - Holiday Closure 2025](#)

[Resolution - Holiday Closure](#)

[2025 SBCO Holiday Office Closure List](#)