



# DEPARTMENT NOTICE

20-109  
06/25/20

## July 4<sup>th</sup> Independence Day for Calendar Year 2020 Observed Holiday Staffing and Compensation

The July 4, 2020, (Independence Day) legal holiday falls on a Saturday this year. Accordingly, Friday, July 3, 2020, is the observed legal holiday. Most City offices will be closed with the exception of designated units with a seven-day/twenty-four-hour operational need.

### Holiday compensation will be administered as follows:

Employees assigned to units closed on holidays will be off and receive legal holiday pay (LH) for Friday, July 3, 2020.

Employees assigned to units that are open on holidays and are required to report to work on Friday, July 3, 2020, but not on Saturday, July 4, 2020, will receive another day off (in-lieu day) to be used at a later time. There will be no holiday pay (HP) for Friday, July 3, 2020.

Employees assigned to units that are open on holidays and are required to report to work on Saturday, July 4, 2020, will receive holiday pay (HP) at the rate of time and a half for work that day in addition to legal holiday pay (LH).


Employees assigned to units that are open on holidays and are required to report to work on both Friday, July 3, 2020, and Saturday, July 4, 2020, will receive the following: The employee will be carried regular (REG) for Friday, July 3, 2020, and will not receive any holiday compensation on this day (i.e. holiday pay, in-lieu day, or legal holiday). The employee will be carried legal holiday (LH) for Saturday, July 4, 2020, and will receive holiday pay (HP) at the rate of time and a half for work that day in addition to legal holiday pay (LH).

Employees assigned to units that are open on holidays but are regularly scheduled as off on both Friday, July 3, 2020, and Saturday, July 4, 2020, will receive another day off (in-lieu day) to be used at a later time for Friday, July 3, 2020.

No employee may receive holiday pay (HP) for Friday, July 3, 2020. Only employees who work on Saturday, July 4, 2020 will receive holiday pay (HP) and legal holiday pay (LH).

Telecommuting shall not be authorized for any employee for Friday, July 3, 2020, and Saturday, July 4, 2020.

Employees called in to work overtime will receive overtime pay, not Holiday Pay.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 20-081, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions or clarification regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about the directive.*