



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

June 12, 2014

Memorandum

To: Department Heads, Personnel Officers, and Personnel and Payroll Assistants.
From: Maria Monteagudo, Employee Relations Director
RE: Cesar E. Chavez and Juneteenth Optional Holidays

Common Council File #131630 and #131794 have been approved establishing Cesar E. Chavez Day (March 31st) and Juneteenth Day (June 19th) as optional holidays for eligible City of Milwaukee employees. An eligible employee for purposes of this legislation is one who is eligible for holiday pay, subject to the City's collective bargaining obligations, as applicable, under s. 111.70, Wis. Stats.

This memo contains important information your department will need to ensure that the provisions of the language under Chapter 350-2 of the Milwaukee Code of Ordinances are followed, if and when, employees request to observe the aforementioned day(s) as optional holidays.

In order for an employee to request Cesar E. Chavez Day or Juneteenth Day as a holiday, the day must fall on a day when the department is open for business. Eligible employees may request March 31st and/or June 19th off as a paid holiday in lieu of one of the eleven recognized City holidays under Chapter 350-1 of the Milwaukee Code.

It is the responsibility of the Department Head or his/her designee to ensure that adequate staffing levels are maintained and to require employees, at the time of the request, to designate which official Holiday within that fiscal year they are "substituting" for the optional holiday. Supervisors must ensure that earned vacation or comp-time is used for the substituted holiday. Please note that this legislation does not change the total number of holidays with pay granted to employees on an annual basis.

The intent of the Council in approving both files is to allow employees to observe the optional holidays this year. Please make sure you share this information with staff and that you update your work rules and policies accordingly. DER recommends that you include language addressing the following:

- Limits on the number of employees that may be able to take the day off without compromising your ability to continue services and operations and the mechanism for determining who is approved if the number of requests exceed that maximum;
- The requirements and procedures to be followed by the employees to request the time off including the identification of the official holiday the employee will be substituting for the optional holiday.
- A provision indicating that only earned vacation or comp-time may be used for the substituted holiday.

The attached "Request for Optional Holiday" form has been developed to ensure consistency and uniformity in the administration of this benefit. Please share this information with personnel as necessary. Payroll administration questions should be directed to the Payroll section of the Comptroller's Office. Please contact me at X3335 with all other questions or concerns.

