



December 2, 2021

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

## **VRSD HOLIDAY FACILITY CLOSURES FOR CALENDAR YEAR 2022**

### **RECOMMENDATION**

Receive and file the list of VRSD facility closures for calendar year 2022.

### **FISCAL IMPACT**

There is no fiscal impact associated with this Board action.

### **BACKGROUND/ANALYSIS**

The VRSD Personnel and Salary Ordinance (No. VRSD-97) and the respective VRSD Employee MOU's dictate the holidays to which VRSD employees are entitled. Holidays are categorized as either Assigned or Floating. Generally, for holidays that fall on an employee's non-workday, Assigned Holidays are moved to an employee's nearest normal workday, and Floating Holidays are accrued to the employee's leave bank. The days of the week where holidays fall in a given calendar year indicate logical District facility closures.

The Toland Road Landfill is typically closed on six holidays days each year coinciding with days the major haulers will not be working. The VRSD Central Office in Ventura is usually able to close on the actual holidays. Water/Wastewater operations need to have skeleton crews on duty during certain holidays.

The schedule of 2022 holidays and VRSD facility closure dates is shown on the chart on the next page.

Date	Assigned Holiday	Floating Holiday	Tentative Facility Closures		
			Toland Road Landfill	Central Office	Bailard and Oak Park
January 1, 2022	New Year's Day		Closed	Note 1	Note 1
January 17, 2022		Martin Luther King, Jr. Day	Open	Closed	Note 2
February 11, 2022		Lincoln's Birthday	Open	Closed	Note 2
February 21, 2022	Presidents' Day		Open	Closed	Closed
May 30, 2022	Memorial Day		Closed	Closed	Closed
July 4, 2022	Independence Day		Closed	Closed	Closed
September 5, 2022	Labor Day		Closed	Closed	Closed
November 11, 2022	Veterans Day		Open	Closed	Note 3
November 24, 2022	Thanksgiving Day		Closed	Closed	Closed
November 25, 2022		Day Following Thanksgiving	Open	Closed	Note 3
December 24, 2022		Christmas Eve	Closed	Closed	Closed
December 25, 2022	Christmas Day		Closed	Note 4	Note 4
December 31, 2022		New Year's Eve (2 Hours)	Closed	Closed	Closed

Note 1: The Central Office will be closed on Monday, January 3<sup>rd</sup>.  
 Bailard and Oak Park will be staffed with skeleton crews on Monday, January 3<sup>rd</sup>.

Note 2: Bailard and Oak Park will be staffed with skeleton crews.

Note 3: Bailard will be staffed with skeleton crews for half of the day.

Note 4: The Central Office will be closed on Monday, December 26<sup>th</sup>.  
 Bailard will be staffed with skeleton crews on Monday, December 26<sup>th</sup>.

This letter and the associated contract have been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me by phone at (805) 658-4600 or email at ChrisTheisen@vrsd.com.

CHRIS THEISEN, GENERAL MANAGER

APPROVED FOR AGENDA:   
 Chris Theisen, General Manager

Attachments: None