



November 17, 2022

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

**VRSD HOLIDAY FACILITY CLOSURES FOR CALENDAR YEAR 2023**

**RECOMMENDATION**

Receive and file the list of VRSD facility closures for calendar year 2023.

**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 Central Administration Division 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 2023 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 Admin	Bailard
January 1, 2023	New Year's Day		Note 1	Note 1	Note 1
January 16, 2023		Martin Luther King, Jr. Day	Open	Closed	Note 2
February 12, 2023		Lincoln's Birthday	Open	Closed	Note 2
February 20, 2023	Presidents' Day		Open	Closed	Closed
May 29, 2023	Memorial Day		Closed	Closed	Closed
July 4, 2023	Independence Day		Closed	Closed	Closed
September 4, 2023	Labor Day		Closed	Closed	Closed
November 10, 2023	Veterans Day		Open	Closed	Note 3
November 23, 2023	Thanksgiving Day		Closed	Closed	Closed
November 24, 2023		Day Following Thanksgiving	Open	Closed	Note 3
December 24, 2023		Christmas Eve	Closed	Closed	Closed
December 25, 2023	Christmas Day		Closed	Closed	Closed
December 31, 2023		New Year's Eve (2 Hours)	Closed	Closed	Closed

- Note 1: Toland Road Landfill will be closed on Monday, January 2<sup>nd</sup>.  
 Central Admin will be closed on Monday, January 2<sup>nd</sup>.  
 Bailard will be staffed with skeleton crews on Monday, January 2<sup>nd</sup>.
- Note 2: Bailard will be staffed with skeleton crews.
- Note 3: Bailard will be staffed with skeleton crews for half of the day.

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@vrzd.com.

CHRIS THEISEN, GENERAL MANAGER

APPROVED FOR AGENDA:   
 Chris Theisen, General Manager

Attachments: None