

**SPOKANE VALLEY FIRE DEPARTMENT
Board of Fire Commissioners
Policy for Closing Admin Offices #012**

Purpose:

To determine the dates of closure for the Administrative Offices.

Authority:

RCW 1.16.050 sets out various named state Holidays. The statute goes on to state:

“Nothing in this section shall be construed to have the effect of adding or deleting the number of paid holidays provided for in agreement between employees and employers of political subdivisions of the state or as established by ordinance or resolution of the local government legislative authority”.

Policy:

The Board of Fire Commissioners, following recommendation of staff, hereby establishes a written policy to close the Administrative Offices for the following recognized State and Federal Holidays:

Day personnel will be granted 96 hours for holidays annually pro-rated for the length of time assigned to a day schedule. Designated Department holidays are as follows:

New Year's Day

Martin Luther King Holiday

President's Day (the third Monday in February)

Memorial Day (the last Monday in May)

Independence Day (July 4)

Labor Day (the first Monday in September)

Thanksgiving Day (the fourth Thursday in November) and the Friday

Immediately following Thanksgiving Day.

Christmas (December 25)

and any other days designated as holidays by the Board of Fire Commissioners

The Board further directs that the Administrative Offices will be closed the day after Thanksgiving (the fourth Friday in November).

All day personnel shall use holiday hours in the current year.

Whenever a legal holiday falls on a Sunday, the following Monday shall be the legal holiday.

Whenever a legal holiday falls on a Saturday, the preceding Friday shall be the legal holiday.

Recognizing that local, State, or National emergencies, as well as a day(s) of mourning can be declared, the Board can direct the Fire Chief to use his discretion in determining closure of the Administrative office on a case-by-case basis.

Adopted:
Spokane Valley Board of Fire Commissioners:
February 05, 2007

Reviewed:
Spokane Valley Board of Fire Commissioners:
June 22, 2015

Amended:
Spokane Valley Board of Fire Commissioners:
July 27, 2015