



Mendocino County Human Resources Department

Side Letter of Agreement between the County of Mendocino and Mendocino County Deputy Sheriffs' Association

September 17, 2024

This Side Letter is entered into between the County of Mendocino ("County") and the Mendocino County Deputy Sheriffs' Association ("DSA"), collectively referred to as "Parties."

The Parties have resolved meet and confer obligations, and, by this Side Letter, agree to amend the Article 21, Subsection 1 Paid Holidays, as follows:

ARTICLE 21. HOLIDAYS

1. Paid Holidays

January 1	New Year's Day
3 RD Monday in January	Dr. Martin Luther King Day
3 rd Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
1 st Monday in September	Labor Day
2 nd Monday in October	Indigenous Peoples' Day
November 11	Veterans' Day
4 th Thursday and Friday in November	Thanksgiving Day and Day following Thanksgiving Day
December 25	Christmas Day

The Association and the County have agreed to eliminate the eleven holidays above and created a Holiday Leave Bank of ninety-eight (98) hours for full-time equivalent employees (FTE). The hours added to the Bank annually shall be as follows:

- In the last pay period in December that does not contain January 1, forty-four (44) hours
- In the pay period containing July 1, fifty-four (54) hours

An employee may choose to utilize hours from the Holiday Bank in the same manner under the same restrictions as CTO or vacation leave. An employee who takes off one of the eleven (11) days listed above which is a regularly scheduled workday, shall have that time deducted from the Holiday Leave Bank.


Unused leave hours remaining in the Bank shall be paid in pay period twelve (12) and the first paycheck issued in December. An employee may choose to have the time accrued to their CTO Bank following established departmental guidelines.

Should an employee leave the bargaining unit or County service having used hours in the holiday leave bank for holidays that are yet to occur, the County shall, on the employee's separation check, make any necessary adjustments to recoup the used, but unearned, hours.

Should an employee leave the bargaining unit or County service having not used hours in the holiday leave bank for holidays that have already occurred, the County shall, on the employee's final check in the bargaining unit or separation check, pay out the earned but unused hours.

For the County of Mendocino:

For the Deputy Sheriffs' Association:



Cherie Johnson, Deputy CEO

Jay Vanoven, DSA Representative

Date: September 17, 2024