

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
BOARD MEMORANDUM**

To: Board of Directors
From: General Manager and District Staff
Date: November 19, 2025
Subject: Recommendation to Close District Office on Friday, December 26, 2025, with the use of Employee Vacation Time

Requested Action: Move to approve the closure of the District administrative office on Friday, December 26, 2025, with employees using accrued vacation time, and confirm that essential on-call and treatment plant sampling functions will be maintained.

Fiscal Impact None. No additional compensation or overtime will be approved. Employees must have enough vacation accrual to cover the day or take it as unpaid leave (subject to prior general manager approval).

Recommendation: Staff recommends that the Board approve closing the District administrative office on Friday, December 26, 2025, the day after Christmas, with employees required to use accrued vacation leave that day. This closure will not be designated as a paid District holiday.

Background Christmas Day (Thursday, December 25, 2025) is a recognized federal and District holiday, resulting in full office closure. The following day, Friday, December 26, is a regular workday under the current holiday schedule; however, historical practice and minimal public demand on the day after Christmas support considering administrative closure.

Rationale for Closure Using Vacation Time

- **Cost Control:** Designating December 26 as a paid holiday would incur direct payroll costs for all regular employees. Requiring the use of accrued vacation avoids any additional expense to the District.

- **Employee Benefit:** Staff will still enjoy a four-day weekend (Thursday through Sunday) using their own leave balances, consistent with past practices at other agencies.
- **Operational Continuity:**
 - **On-Call Coverage:** A standby operator will remain available 24/7 for emergency response.
 - **Chumash Wastewater Treatment Plant:** Daily sampling and monitoring will continue uninterrupted, with assigned personnel reporting as scheduled.