

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**TO:** Chair Phyllis J. Randall and Members  
Northern Virginia Transportation Authority

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** April 1, 2021

**SUBJECT:** Approval of Holiday Revisions for Employee Handbook

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1. **Purpose:** To seek the Northern Virginia Transportation Authority (NVTA) approval of revisions to the Employee Handbook to add Juneteenth and rename Columbus Day to Indigenous People Day.
2. **Suggested Motion:** *I move the Authority approve the attached changes to Section 4.2 of the NVTA Employee Handbook.*
3. **Background:**
  - a. The NVTA Employee Handbook (Handbook) was originally adopted in December 2014.
  - b. When adopting the Handbook, which sets policy for NVTA human resource functions, efforts were made to make the employee benefits consistent with member jurisdictions.
  - c. At the time the Handbook was adopted, member jurisdictions provided 12.5 holiday days, on average, to their employees. The Authority currently provides 12.5 paid holiday days.
  - d. Since the December 2014 Handbook adoption, many member jurisdictions have revised their holiday schedules to rename Columbus Day to Indigenous People Day, as proposed in the attached draft revision.
  - e. The draft revisions also propose the addition of Juneteenth as a paid holiday. Many jurisdictions provided Juneteenth as a holiday last year, and have either formalized it as such starting in 2021 or have scheduled/proposed governing body action to do so. This has resulted in the number of holidays provided by member jurisdictions increasing to 13.5.
  - f. The proposed addition of Juneteenth as a holiday will bring the total number of holidays in the Handbook to 13.5.

## SECTION 4. EMPLOYEE LEAVE AND HOLIDAYS

### 4.1 General

The NVTAs provision for leave is intended to be competitive with the labor market, member jurisdictions and other public and private sector employers. All leave must be requested in advance and approved by the employee's supervisor, unless it is impractical to do so due to illness or sudden personal emergency. Approved forms shall be forwarded to the Assistant Finance Officer and attached to the finalized payroll reports. If the leave request is denied, the employee shall be notified.

With the limited staff available to the NVTAs, employees are requested to be understanding in their scheduling of leave so that mission essential functions are maintained. Supervisors shall evaluate requests for leave based on the need to properly staff the office and complete work assignments.

### 4.2 Holidays

The following days are regular NVTAs paid holidays (12.5 days):

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus DayIndigenous People Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving (Fourth Friday in November)
- Holiday (December 24 – half day)
- Holiday (December 25)
- Floating Holiday/Inauguration Day

Dates of above may vary when holiday falls on a weekend. Generally, if a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday will be observed the following Monday. The Executive Director may grant additional hours of holiday leave in concurrence with Federal and Commonwealth changes. The Executive Director can flex holiday leave on an individual basis. Employees on leave without pay preceding and following a holiday are not eligible to receive holiday pay.

The floating holiday is on an annual basis and must be used by the end of each calendar year. If an employee fails to take their floating holiday each calendar year, it is

automatically forfeited. The Executive Director can extend this deadline. Any unused floating holiday is not paid out at the time of separation.

An employee may not earn paid holidays while on unauthorized leave, leave without pay, or if working less than their scheduled hours.