



November 21, 2024

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

**VRSD HOLIDAY FACILITY CLOSURES FOR CALENDAR YEAR 2025**

**RECOMMENDATION**

Receive and file the list of VRSD facility closures for calendar year 2025.

**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 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 2025 holidays and VRSD facility closure dates is shown on the chart on the next page.

				Tentative Facility Closures		
Date		Assigned Holiday	Floating Holiday	Toland Road Landfill	Central Admin	Bailard
January 1, 2025	Wednesday	New Year's Day		Closed 2	Closed	Closed
January 20, 2025	Monday		Martin Luther King, Jr. Day	Open	Closed	Note 1
February 12, 2025	Wednesday		Lincoln's Birthday	Open	Closed	Note 1
February 17, 2025	Monday	Presidents' Day		Open	Closed	Note 1
March 31, 2025	Monday	Cesar Chavez Day		Open	Closed	Note 1
May 26, 2025	Monday	Memorial Day		Closed 2	Closed	Closed
July 4, 2025	Friday	Independence Day		Closed 2	Closed	Closed
September 1, 2025	Monday	Labor Day		Closed 2	Closed	Closed
November 11, 2025	Tuesday	Veterans Day		Open	Closed	Note 1
November 27, 2025	Thursday	Thanksgiving Day		Closed 2	Closed	Closed
November 28, 2025	Friday		Day Following Thanksgiving	Open	Closed	Note 1
December 24, 2025	Wednesday		Christmas Eve	Open	Closed	Note 1
December 25, 2025	Thursday	Christmas Day		Closed 2	Closed	Closed
December 31, 2025	Wednesday		New Year's Eve (2 Hours)	Open	Open	Open

Note 1: Bailard will be minimally staffed, as necessary; except for Santa Paula WWTP which requires full-day staffing.

Note 2: Toland Road Landfill will be open the Saturday following the assigned Holiday.

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