



Milwaukee County COVID-19 Public Health Emergency
César Chávez Major Holiday Administrative Order 20-8v2

Version 1 Issued and Effective as of 7:00 a.m. on Friday, March 27, 2020

Version 2 Issued and Effective as of 7:00 a.m. on Saturday, March 28, 2020

Declaring César Chávez as a Major Holiday on Tuesday, March 31, 2020

This Administrative Order designates César Chávez Day, which is normally a minor holiday at Milwaukee County, as a major holiday on Tuesday, March 31, 2020.

If you have questions about this, or any other Administrative Order or policy, please email: COVID-19@milwaukeecountywi.gov

I. César Chávez Day Designated as a Major Holiday in 2020

César Chávez Day is normally a minor holiday for Milwaukee County employees. This means that an employee may observe the paid holiday if they choose, or they may elect to accrue up to 8 hours of holiday time.

César Chávez Day is on March 31, 2020. For 2020 only, César Chávez Day will be designated as a **major holiday**. **Version 2 changes of this order are indicated in red.**

A. Paycode Information

- Dayforce will be automatically populated with holiday hours.
- **Employees should not charge time to the Supplemental Paid Leave (SPL) Bank for the major holiday.**
- If employee is in a function that works on major holidays, they should report their time worked and they will accrue holiday time in accordance with normal procedures.

B. Exemptions

- **Employees supporting essential functions during the public health emergency should work on the major holiday. These employees will accrue holiday time up to 8 hours.**
- **Employees should work with their supervisors to determine if they should report to work on March 31. Decisions about who should work on the major holiday are at the discretion of the department head or designee(s).**