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**Side Letter of Agreement**
**Between**
**the City of San Mateo**
**and**
**the San Mateo Safety Management Association**

**Re: Holidays**
**August 8, 2025**

**Purpose:** The purpose of this Side Letter of Agreement is to ensure the language in the San Mateo Safety Management Association (SMSMA) Memorandum of Understanding (MOU), Section 12.2- Holiday Factor and Differential is in compliance with the California Public Employees' Retirement System (CalPERS). Therefore, the parties agree to the following changes to the SMSMA MOU:

12.0 HOLIDAYS

12.1 Holidays Observed
The holidays to be observed are as follows:

A. New Year's Day, January 1st
B. Martin Luther King's Birthday, 3rd Monday in January
C. President's Day, 3rd Monday in February
D. Memorial Day, last Monday in May
E. Juneteenth, June 19th
F. Independence Day, July 4th
G. Labor Day, 1st Monday in September
H. Veteran's Day, November 11
I. Thanksgiving Day, 4th Thursday in November
J. The day after Thanksgiving
K. Christmas Day, December 25th
~~K. Every day approved by the City Council as a public holiday, public fast, or a day of mourning~~
~~L. Three (3) floating holidays~~

12.2 Federal or State Holidays
All other days appointed by the President of the United States or Governor of the State of California as a nationwide or statewide public holiday, day of fast, day of fast, or day of mourning, provided that observance of the day as a paid holiday is approved by the City Council.

12.3 Holiday Factor and Differential
Police Command Staff ~~cannot always take holidays when they fall~~. work in positions that require scheduled staffing without regard to holidays, so they shall receive additional compensation,

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over and above their base rate. ~~Police Command Staff shall be compensated for thirteen (13) holidays a year by being placed on a bi-weekly holiday factor, pro-rated for partial pay periods~~. Effective March 22, 2020, Police Captains and Police Lieutenants shall receive holiday-in-lieu pay at the rate of 5.4% of base pay each pay period and pro-rated for partial pay periods.

Aracelia Esparza _____
Aracelia Esparza
Human Resources Director

Matthew Earnshaw _____
Matt Earnshaw
President, SMSMA

Date: 8/11/2025