



## NAPA VALLEY TRANSPORTATION AUTHORITY

### Board Agenda Memo

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**TO:** NVTA Board of Directors  
**FROM:** Danielle Schmitz, Executive Director  
**REPORT BY:** Laura Sanderlin, Board Secretary  
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**SUBJECT:** Approval to Establish December 26, 2025 as a Holiday

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#### **RECOMMENDATION**

That the Napa Valley Transportation Authority (NVTA) Board approve establishing Friday, December 26, 2025 as a paid holiday for employees.

#### **COMMITTEE RECOMMENDATION**

None

#### **EXECUTIVE SUMMARY**

As December 25<sup>th</sup> falls on a Thursday this year, staff is requesting the Board approve December 26, 2025 as a one-time holiday for NVTA employees.

#### **FISCAL IMPACT**

Is there a fiscal impact? Yes, a one-time \$6,742 dollars for salaries will come out of the personnel budget.

#### **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

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**BACKGROUND**

NVTA personnel policies recognize December 24<sup>th</sup> and 25<sup>th</sup> as holidays. Christmas day-December 25<sup>th</sup> falls on a Thursday this year. Staff recommends the Board approve Friday, December 26<sup>th</sup>, 2025, as a holiday in recognition of staff's hard work over the 2025 calendar year. NVTA staff currently receives 8 paid holidays each year. This is somewhat lower than other jurisdictions, whose paid holidays range from 11 to 15 days. For example, County employees receive 11 paid holidays per year.

The Vine Transit system will operate on December 26<sup>th</sup> and the transit operator, Transdev Services, will have management staff on-site on December 26<sup>th</sup>. NVTA administrative staff, including the Transit Director and Executive Director, will be on-call in case of an emergency.

**ALTERNATIVES**

If December 26<sup>th</sup> is not approved as a one-time holiday, NVTA staff will operate a skeleton crew that day to keep the NVTA administration office open.

**COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL**

Not applicable

**ATTACHMENT(S)**

None