



Human Resources Policies

Number L-6

Holidays

I. Holidays Observed by the City:

The City observes the following paid holidays but reserves the right to schedule work on these days if City business demands.

New Year's Day	Observance Date
Martin Luther King, Jr.'s Birthday	January-scheduled observance date
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>Observance date</u>
Independence Day	Observance Date
Labor Day	First Monday in September
Veterans' Day	November-scheduled observance date
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December Observance Date
One Additional Holiday	(See paragraph II)

II. Additional Holidays

During budget preparations, the City Administration will determine the one (1) additional holiday for the next fiscal year.

III. Holiday Policy

All regular and probationary full-time employees are entitled to the above ~~ten~~ eleven (~~4011~~) paid holidays, eighty-~~eight~~ (~~8088~~) hours. Regular part-time employees earn holiday leave as follows:

- FTE at 1.0 - ~~ten~~ eleven (~~4011~~) holidays at eight (8) hours each or eighty-~~eight~~ (~~8088~~) hours per year (this shall include those employees who opted for a reduced workweek of 32 hours or 36 hours.)
- FTE at .75 - ~~ten~~ eleven (~~4011~~) holidays at six (6) hours each or sixty-~~six~~ (~~6066~~) hours per year
- FTE at .50 - ~~ten~~ eleven (~~4011~~) holidays at four (4) hours each or forty-~~four~~ (~~4044~~) hours per year

IV. Holiday Eligibility Requirement

To be eligible for a paid holiday, an employee must be in pay status for a full day on his/her assigned workdays immediately before and after the day on which the holiday is observed.

v. Holiday Schedule

Unless otherwise provided in a Labor Agreement, employees working a 4-day scheduled workweek will receive eight hours of holiday pay, or a portion thereof as outlined in section III, and will have the option of using two (2) hours of personal leave, taking two (2) hours of leave without pay, or flex their schedule for that week to work two (2) additional hours with the approval of their Department Head. For example, employees working four ten-hour days will receive 8 hours of holiday pay and charge 2 hours to personal leave, 2 hours to leave without pay, or work an additional two hours for that week. As a result, the sum of time worked, holiday pay, personal leave and other leave (i.e. jury duty, etc.) shall equal 40 hours or a portion thereof as described in section III.

VI. Holidays Not Worked Which Fall on Employee's Regular Day Off

Should a holiday fall on an employee's day off and the employee does not work thereon, the employee shall receive a straight time hourly rate for eight (8) hours for the holiday for an eight-hour (8-hour) workday.

VII. Work Performed on a Holiday Falling on Employee's Workday

Work on a holiday falling on an employee's regular scheduled workday shall be paid for the hours worked plus pay at the straight time hourly rate of pay for the holiday.

VIII. Work Performed on a Holiday Falling on Employee's Day Off

Should an employee be required to work on a holiday falling on his/her day off, the employee shall be paid for the hours worked plus the number of hours of the normal workday at the straight time hourly rate of pay for the holiday.

IX. Authorization for Holiday Work

No work shall be scheduled on a holiday unless approved in advance by the Department Head.

x. **Employee's Sickness**

Should a holiday occur during an employee's sickness, the sick day shall be charged as a holiday.

Effective Date: 01/01/65
Date Issued: 01/17/65
Date Revised: 05/15/75
Date Revised: 09/25/80
Date Revised: 11/07/88
Date Revised: 04/10/00
Date Revised: 10/01/01
Date Revised: 10/01/09
Date Revised: 04/15/10
Date Revised: 01/20/22