



## **HOLIDAYS**

### **I. PURPOSE**

To provide a competitive paid-time-off benefit to recognize traditional holidays preserving the rich heritage and traditions of our community and enhancing the quality of life.

### **II. SCOPE**

This policy applies to regular full-time and regular part-time employees.

### **III. POLICY**

The following days are recognized as City-paid holidays during the fiscal year:

<u>Holiday</u>	<u>Date Observed</u>
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Day	January 1
Martin Luther King Jr. Day	3rd Monday of January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Four (4) Personal Holidays	To be selected by employee

Such other holiday as the City Council may declare.

### **IV. PROCEDURE**

- A. If the holiday falls on a Saturday, the proceeding Friday shall be observed, and if a holiday falls on a Sunday, the following Monday shall be observed.
- B. Because they may be required to work on official holidays, shift firefighters, police officers, control center operators and public safety communication operators will have all of the year's holidays banked at the beginning of the fiscal year to be taken throughout the year with prior approval of the supervisor.



As many employees as possible shall be given each holiday off consistent with the maintenance of essential City functions.

C. Full-time Employees

1. Full-time employees shall be granted paid holidays at their regular rate of pay.
2. Full-time non-exempt employees who are not regularly scheduled to work on a holiday and who are required to work on a holiday (actual or observed) will be paid 1.5 times their regular rate of pay for the hours worked and will have the holiday hours worked banked, up to eight (8) hours, to be taken at a later date by the end of the fiscal year. If the employee is scheduled to work both the actual and the observed holiday, the employee will only be paid 1.5 times their regular rate of pay for the hours worked on the actual holiday and will have the holiday hours worked on the actual holiday banked, up to eight (8) hours, to be taken at a later day by the end of the fiscal year. Since their holidays are banked, this does not apply to firefighters, police officers, control center operators and public safety communication operators.

Shift firefighters, police officers, control center operators and communication operators are regularly scheduled to work on holidays and will be paid at their regular rate of pay if scheduled to work on a holiday with the exception of Thanksgiving Day and Christmas Day (actual not observed).

Unless otherwise stated by Division, holiday pay will be paid to employees whose shift starts on the actual holiday.

3. Exempt employees who work on a holiday will have the hours banked, up to eight (8) hours, to be taken at a later date by the end of the fiscal year.
4. Full-time non-exempt employees, including shift firefighters, police officers, control center operators and public safety communication operators, who are not scheduled to work on a holiday (actual or observed) but are called into work or "held over" will be paid 1.5 times their regular rate of pay. Employees will have the holiday hours worked banked, up to eight (8) hours, to be taken at a later date by the end of the fiscal year.



D. Part-time Employees

1. Part-time employees shall be granted paid holidays at their regular rate of pay on a pro-rated basis.
2. Part-time employees scheduled and required to work on the actual or observed holiday, will be paid 1.5 times their regular rate of pay for hours worked and will have the holiday hours worked banked, up to eight (8) hours, to be taken at a later date by the end of the fiscal year. If the employee is scheduled to work both the actual and the observed holiday, the employee will only be paid 1.5 times their regular rate of pay for the hours worked on the actual holiday and will have the holiday hours worked banked, up to eight (8) hours, to be taken at a later date by the end of the fiscal year. Scheduling of work hours during a holiday must be pre-approved by the Division Director.

E. Temporary and Seasonal

1. Temporary and Seasonal temporary employees shall NOT be granted paid holidays unless they work on the actual or observed holiday.
2. Temporary and Seasonal temporary employees required to work on the actual holiday will be paid 1.5 times their regular rate of pay for hours worked.

F. Personal Holidays

1. Personal holidays provided by Council can be taken in .25-hour increments with prior notice to and approval by the employee's supervisor.
2. Unused personal holiday time cannot be carried over from one fiscal year to the next.
3. An employee who has any unused personal holiday time at the time of termination will not be compensated for the unused time.
4. Personal Holidays will be accrued on a quarterly basis, one (1) day per quarter, for a total of four (4) Personal Holidays. Eligible employees hired during a quarter will receive their holiday hours on a pro-rated basis.
5. Quarterly basis is defined by the following:



Q1: October, November, December

Q2: January, February, March

Q3: April, May, June

Q4: July, August, September