

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: HOLIDAYS
	NUMBER: BEN 1-0	REVISIONS: 1	EFFECTIVE DATE: February 6, 2017
	SUPERCEDES: 1/1/2014	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:  3/0/17 A. Max Bacon, Mayor Date  City Administrator	

PURPOSE: To provide a benefit to City employees and to allow City employees the opportunity to celebrate widely observed holidays or (if scheduled to work during a holiday) to receive holiday compensation as approved by their respective department heads.

Note: In order to ensure the continuous provision of essential and/or emergency services to City residents, designated employees of the Fire/EMS and Police Departments are required, as a condition of employment with the City, to work assigned shifts during City holidays. As a result, therefore, special rules apply for non-exempt law enforcement and fire protection shift personnel with respect to holiday accrual and compensation. Due to the nature of the job responsibilities and work schedules, holiday hours for certain non-exempt Public Safety personnel will be included in the Annual Leave accrual rate (See LVE 1-0 Annual Leave).

For a complete explanation of these rules, employees should consult their respective department head or Human Resources.

STATEMENT OF POLICY

The following days have been designated by Mayor and Council as paid legal holidays for City employees (except as noted above). These holidays are subject to change, addition, and/or deletion at the discretion of the Mayor and Council. The City will observe the following holidays:

<u>Holiday</u>	<u>Observed</u>
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25

Hours will be scheduled and used during the calendar year. No holiday leave hours will be carried over to the next year.

The Human Resources Department will make available a schedule of specific holiday dates each year. If a holiday falls on a Saturday, it will normally be observed on the preceding Friday; if a holiday falls on a Sunday, it will be observed on the following Monday unless otherwise designated by the Mayor and

Council.

Eligibility - In order to be eligible for straight-time holiday pay, a City employee must be an active status employee and be present at work OR have an excused or permitted absence on his or her regularly scheduled work days immediately preceding and following a holiday.

If a holiday falls on a normal workday for a regular part-time employee, the employee will receive payment (at his or her regular straight-time hourly rate) for the number of hours that he or she is normally scheduled to work on that holiday.

Temporary and/or seasonal workers will not be eligible for holiday pay.

Holiday Pay

- When a holiday falls within a regular employee's period of previously approved paid annual leave, the holiday shall not be counted as annual leave hours in computing the amount of annual leave hours debited from the employee's leave accrual. The employee will instead receive straight-time holiday pay.
- If a holiday falls on a non-public safety employee's regularly scheduled day off, the employee may, at the discretion of his or her department head EITHER (a) be paid straight-time for the holiday OR (b) be allowed to take the holiday off at a future date as scheduled and approved by his or her department head. Holiday hours may not be carried over without the expressed written consent of the City Administrator.
- It is sometimes necessary for certain non-exempt, non-public safety employees to work during all or part of a City holiday as directed by their department head or his or her designee. When this occurs, the actual hours worked on the holiday will be compensated at time-and-a-half (overtime pay or compensatory time as previously agreed upon). If the total hours actually worked the remainder of the seven-day work week PLUS the 8 straight-time holiday hours received by an eligible employee EQUALS more than 40 hours, the employee will receive either overtime pay or compensatory time as agreed upon for all hours over 40.

Ex: Employee works Mon - Wed (8 hrs. each), Thurs (holiday) but works 6 hrs., Fri (9 hrs.)

- Mon – Wed (24 hrs.) + Fri (9 hrs.) = 33 hrs. + Thurs (8 hrs. Holiday) = 41 hrs. + 6 hrs. worked on Holiday
- Employee would receive 33 hrs. (straight time) + 8 hrs. Holiday (straight time) + 6 hrs. (at time-and-a-half for hrs. worked on the holiday).

Except for designated non-exempt law enforcement and fire protection/EMS shift personnel, holiday leave will accrue to the credit of the respective employee on the day of occurrence of each approved City holiday. For non-exempt, non-public safety employees, holiday hours off may only be advanced with the specific approval of the respective department head when the employee is scheduled to work on the upcoming holiday and, only then, if the holiday will be upcoming in the current or next pay period.

Termination of Employment - Terminating employees who accrue holiday leave shall be entitled to all earned and unused holiday hours occurring up to the date of termination. However, any terminating City employee who has taken advanced holiday hours will be required upon termination to reimburse the City for all advanced hours.