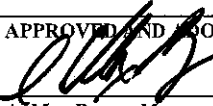
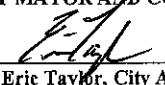
	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b> UNPAID HOLIDAYS/FURLOUGHS
	<b>NUMBER:</b> LVE 8-0	<b>REVISIONS:</b>	<b>EFFECTIVE DATE:</b> 10/03/2011
	<b>SUPERCEDES:</b>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>   10/10/11 A. Max Bacon, Mayor, Date      Eric Taylor, City Administrator, Date	

**PURPOSE:** To provide guidance and procedures for implementing and managing unpaid holidays and furlough days

### STATEMENT OF POLICY

The Mayor and Council, upon review of the City's finances and budget, may deem it necessary to implement unpaid holidays and/or furlough days in an effort to balance or control the budget. Such decisions and actions may occur any time during the fiscal year.

For the purpose of this policy, unpaid holidays shall be defined as unpaid time off given to government employees for the purpose of reducing the budget. Unpaid holidays refer to specific dates designated by the Mayor and Council and shall be dates other than holidays identified in the City's Holiday Policy.

For the purpose of this policy, furlough days shall be defined as unpaid time off given to Public Safety personnel (certified fire, sworn law enforcement and communication personnel) for the purpose of reducing the budget. Applicable employees shall be assigned specific days, determined by the department head, in which the furloughs occur.

Due to the nature of specific business activity, some positions may be exempt from this policy. Such positions include, but not limited to: Judge, Solicitor, Bailiff, Audio Visual Technician, and Scorekeeper.

- Unpaid holidays and furlough days go with the position.
- An unpaid holiday/furlough day will not impact payment for a paid holiday, nor impact leave accruals, seniority or benefits.
- Unpaid holidays and/or furloughs do not constitute grounds for a grievance.
- Employees may not use leave to off-set an unpaid holiday or furlough day.
- Employees on approved leave of absence, such as FMLA, at the time of an unpaid holiday or assigned furlough day will be required to take such day within the first pay period following return from leave.
- Employees assigned "on-call" duty on an unpaid holiday or furlough day shall be assigned another day in the pay period as unpaid holiday or furlough day.
- Exempt employees will be required to punch the clock for the week of the furlough/unpaid holiday.
- Designations for "unpaid holiday" or furlough day will be set up in the time/attendance system.
- Approved "flex schedule" employees will have schedules adjusted during the week unpaid holidays or furloughs occur.
- Any employee, exempt or non-exempt, required to work on the unpaid holiday will be assigned another day during the same pay period to be observed as unpaid holiday.
- Any employee not scheduled to work on the unpaid holiday will be assigned another day during the same period to be observed as unpaid holiday.
- Fire department exempt staff and non-exempt clerical staff will observe the established unpaid holiday. Furlough days for fire protection personnel will be scheduled by the Fire Chief.
  - Due to staffing requirements, a Battalion Chief must be assigned to every shift. The Battalion Chief assigned to work on the established unpaid holiday/furlough day,

- will assigned another day within the pay period to observe as his/her furlough day.
- Fulltime employees in departments operating on weekends may not work weekends during the week of unpaid holidays or furloughs.
    - Fulltime employees whose regular shift includes weekends may have schedules adjusted during the week of unpaid holidays.
  - Employees may perform no work, including accessing email and voice mail, on an unpaid holiday or furlough day OR outside of normal working hours during the week of unpaid holiday/furlough. Such activity will deem the employee as working and result in pay.
  - Sanitation services will run on unpaid holidays. Any employee, exempt or non-exempt, required to work on the unpaid holiday will be assigned another day during the same pay period to be observed as unpaid holiday.
  - Any part-time employee whose normal schedule does not fall on the unpaid holiday will observe the unpaid holiday on their following scheduled workday.

**Locations/Departments observing Unpaid Holiday schedule:**

City Hall (Mayor and Council, Administration, Finance, Court Services, HR, Water Dept, Community Relations)

Parks & Recreation (all facilities)

Brawner Hall (IT, Community Development, KSB)

Library

Public Works

Police Department (exempt and non-exempt clerical staff)

Fire Department (exempt and non-exempt clerical staff)

**Departments/Divisions observing Furlough days:**

Police Department (non-exempt sworn law enforcement and communication staff)

Fire Department (non-exempt certified fire personnel)

Parks & Recreation (Park Rangers only)

Special Note: Every effort should be taken to reschedule Council meetings (COW, Agenda and Council) in which an unpaid holiday occurs to ensure staff does not work and violate FLSA.