City Personnel Policy

HOLIDAYS

POLICY: 504

Council approval: ~~06/25/2018 (Rev)~~ # Pages: 3

POLICY:

It is the policy of the City to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed.

APPLICABILITY:

All regular full-time and regular part-time employees.

PROCEDURE:

1. **Holidays Observed**

   A. The following holidays will be observed by the City:

New Year's Day (January 1)	Veterans' Day (November 11)
Presidents' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day (July 4)	Christmas Day (December 25)
Labor Day	Christmas Eve (December 24)~~–~~*

   B. Whenever any of the holidays listed above fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above fall on Sunday, the succeeding Monday shall be observed as the holiday. Employees in the Police Department, ~~and~~ Fire Department, ~~s~~and the Wastewater Treatment Plant assigned to continuous operations shall observe the holiday on the actual day of the holiday.

   C. * When Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday, it will be observed as a holiday. When Christmas Eve falls on Friday, Saturday, or Sunday eligible employees shall receive a floating holiday in lieu of the Christmas Eve holiday. The floating holiday must be taken in the same fiscal year it is earned.

2. **Holiday Leave Benefits**

A. Definition. Holiday leave shall be defined as eight (8) hours of paid leave for regular full-time employees. Regular part-time employees shall receive holiday leave based on a pro-ratio of the number of regularly-scheduled work hours of the employee to the work hours of a full-time employee.

B. All eligible employees shall be granted eight (8) hours holiday leave for each of the observed holidays. When an observed holiday falls on an employee's day off or the employee is required to work the holiday, the employee shall be granted holiday leave at another time, within the same fiscal year, to be mutually determined by the employee and employer.

C. When a holiday falls within a period of paid leave, the holiday shall not be counted as a work day in computing the amount of leave debited. When a holiday falls within a period of leave of absence without pay, the employee shall not be paid for the holiday. Employees absent without paid leave on a work day immediately preceding or succeeding the observed holiday shall not be entitled to holiday pay.

D. Police Supervisors. In lieu of the holiday and casual leave benefit provided other employees, Police Supervisory staff below the rank of Chief shall receive paid holidays totaling 88 hours which shall be taken as time off and/or pay at the discretion of the Police Chief.

(1) Payment for holidays shall be made the last payday in June in compensation for the fiscal year ending that June.

(2) Holiday compensation for an employee who terminates employment mid-year will be pro-rated.

E. Fire Supervisors. Compensation for the holiday and casual leave benefit will be given either as paid leave or as an annual cash benefit depending on the work assignment of each employee.

(1) In lieu of paid leave, Fire Supervisory staff assigned to 24-hour work shifts shall receive 12 hours pay for each of the 10 named holidays occurring during the work assignment, plus 12 hours pay in lieu of the casual day given other employees.

(2) Fire Supervisory staff assigned to a 40-hour work week will be eligible for 8 hours of paid leave on each named holiday. At the employee's discretion the casual day(s) provided to other non-union employees may also be taken as paid leave. However, if this day is not used it will be converted to a 12 hour holiday and paid to the employee as described in #3 below.

(3) Payment for holidays not taken as leave shall be made the last payday in June in compensation for the fiscal year ending in that June. All holidays will be paid at the 56 hours rate.

(4) An employee who terminates employment mid-year will be compensated only for those holiday hours that occurred during the employee's employment including the casual day if not previously taken as paid leave.

3. **Premium Pay for Work Performed on a Holiday**.

A. If an employee is required by the employee's immediate supervisor to work on a holiday, in addition to holiday leave, such employee will be compensated at the rate of one and one-half (1½) times the employee's regular straight time rate of pay for all hours worked. This provision shall not be applied to Asst. Fire Chiefs working the 24 hour work shifts.

B. To be eligible for premium holiday pay the majority of hours during an employee's work shift must fall on the observed holiday; and, the employee must either be scheduled to work the holiday or have the express permission of his/her immediate supervisor. All hours worked during such shift will be paid at the premium rate.

C. There shall be no pyramiding or compounding of wages, overtime, or premium pay of any type. In the event that more than one rate would apply, the highest of such rates shall prevail.