

**808.24 SUBJECT: HOLIDAYS**

:1 OBJECTIVE:

Observance of paid holidays. The provisions of this policy are applicable to City employees who are not covered under a bargaining unit agreement.

:2 AUTHORITY:

This procedure amended by City Council May 10, 2010, Item A2.

:3 DIRECTION:

Mayor.

:4 METHOD OF OPERATION:

A. Observed Holidays

The following days are observed by the City as paid holidays, except as provided in paragraph :4F.

<b>Traditionally Observed</b>	<b>Holiday</b>
January 1 <sup>st</sup>	New Year's Day
Third Monday in January	Martin Luther King Day
Last Monday in May	Memorial Day
July 4 <sup>th</sup>	Independence Day
First Monday in September	Labor Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Day after Thanksgiving
December 24 <sup>th</sup>	Christmas Eve Day
December 25 <sup>th</sup>	Christmas Day
Floater (3)	Anytime during calendar year

A floater holiday may be taken on any day at the employee's discretion subject to the approval of the Department Director, Office Director or Division Manager, based on work scheduling requirements. Non-bargaining employees hired before July 1st of the calendar year will be credited with floater holidays. Non-bargaining employees hired on or after July 1st will not be eligible to receive floater holidays until the following calendar year. Floater holidays will be credited the first full pay period of the calendar year, and may not be carried from one calendar year to another. Floaters may not be used in increments of less than 8 hours (or 10 hours for 4-day work week personnel). All unused Floater Holidays will be forfeited upon separation.

B. Regular Working Day Holiday

When any of the holidays listed in Paragraph A falls on a regular day off or another holiday, the closest regular working day will be considered and observed as a holiday.

C. Work on Holiday

When City business requires the scheduling of work on a holiday, the Department Head, Office Head or Division Manager will designate the employee(s) required to perform such work.

D. Holiday Pay

An employee required to work on an observed holiday will either receive a paid day off during the same work week or holiday pay (at the Department's discretion) in addition to full payment for the hours worked. This provision does not apply to exempt employees (see Procedure Section 808.7). Employees on probation are eligible to receive holiday pay.

Holiday pay shall be equal to the pay for hours normally scheduled (excluding overtime) on the day the holiday is observed. An employee who is on sick leave or personal leave status on an observed holiday will receive holiday pay in lieu of sick leave or personal leave pay. NOTE: Permanent part-time employees will receive one-half (1/2) the holiday benefit hours.

The following examples help illustrate the intent of the policy:

1. *Non-Civil Service Employees Assigned to Duty Monday through Friday - Eight Hours Per Day* - Such employees would receive eight (8) hours holiday pay for each authorized holiday that is observed on a normally assigned workday.
2. *Non-Civil Service Employees Assigned to Regular Non-Rotating Shifts*
  - a) Employees assigned a normal schedule of eight (8) hours per day, five days per week (any 5 days), if a holiday is observed on a day when the employee is normally scheduled to work, the employee will receive eight (8) hours holiday pay in the same manner as in Example 1. If a holiday is observed on a day other than a normally assigned workday, the employee will be granted time off on a scheduled workday, as stated in paragraph :4B., Regular Working Day Holiday.
  - b) Employees assigned a normal schedule of ten (10) hours per day, four (4) days a week, would receive ten (10) hours pay for each holiday that is observed on a normally assigned workday. If a holiday is observed on a day other than a normally assigned workday, the employee will be granted ten (10) hours time off on a scheduled workday.

E. Qualifications for Holiday Pay

To qualify for holiday pay, an employee must work the last scheduled shift before and the first scheduled shift after the observed holiday or must work the holiday itself or be in an approved paid leave status. Employees on Workers' Compensation shall not receive holiday pay.

F. Employees on Rotating Shifts

Employees normally required to work a rotating shift will observe the following: Christmas Day, New Year's Day, July 4, Martin Luther King Day, and three (3)

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Floater Holidays. These employees shall receive extra personal leave time in accordance with Personal Leave Policy, Section 808.15.

G. Regular Shift Work (Non-Rotating)

This shall apply to the employee assigned to a regular non-rotating permanent shift. Regular permanent shift employees will receive additional remuneration of one hour for each hour worked in addition to normal pay at straight time when services are required on the observed holiday.

The foregoing is provided to assure that no employee permanently assigned to a scheduled shift will receive fewer nor more paid holidays than authorized under current policy. The observed holiday, when actually worked, shall be reported on the holiday as an additional eight (8) hours, for a total of sixteen (16) hours.

H. Designation of a Holiday

The City Council reserves the right to designate any other day as an official paid holiday without establishing a precedent for such day to be observed as a holiday in the future.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Supervisor's Manual December 23, 1963; City Council action May 3, 1971, Item 43; procedure approved by City Council May 10, 1971, Item 35; amended November 26, 1973, Item 27; amended April 14, 1975, Item 62; amended May 19, 1975, Item 27; amended August 4, 1975, Item 14; amended January 24, 1977, Item 7; amended July 18ed December 28, 1987, Item 14, A-23; amended August 31, 1992, Item 4J; amended June 21, 1993, Item 2-P; amended March 11, 1996, Item 3 KK; amended May 22, 2000, Item 80ZZ; amended September 15, 2003; re-formatted only April 2004; amended December 13, 2004, Item A8; amended May 10, 2010, Item A-2.

:8 EFFECTIVE DATE:

This procedure effective May 10, 2010