

I. PURPOSE

The City recognizes certain days each year as City Holidays. The purpose of this policy is to designate the holidays and define the guidelines for employees regarding these holidays.

II. POLICY

The City allows eight (8) hours of time off, with pay for the following designated holidays:

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| 1. | New Year's Day | January 1 |
| 2. | Martin Luther King, Jr. Day | 3 rd Monday in January |
| 3. | Presidents' Day | 3 rd Monday in February |
| 4. | Memorial Day | Last Monday in May |
| 5. | Independence Day | July 4 |
| 6. | Labor Day | 1 st Monday in September |
| 7. | Veterans' Day | November 11 |
| 8. | Thanksgiving Day | Designated Thursday in November |
| 9. | The Friday After Thanksgiving | |
| 10. | Christmas Day | December 25 |
| 11. | Floating Holiday | |

Regular part-time employees are allowed time off, with pay for the above holidays on a pro-rated basis. Employees normally scheduled to work 20 hours a week shall receive four (4) hours for each of the holidays listed above and those normally scheduled to work 30 hours a week shall receive six (6) hours for each of the holidays listed above.

A. Floating Holiday

Employees are eligible for one floating holiday per calendar year. The floating holiday may be taken at any time during the year, subject to the advance approval of the employee's supervisor.

The maximum number of floating holidays which may be accrued is one. An employee may not receive additional pay in lieu of the floating holiday.

Any regular employee hired after June 30, will be granted one floating holiday for the remainder of the calendar year.

B. Designated Holidays

Regular Employees are eligible for holidays immediately upon hire.

Holiday pay eligibility shall further depend upon the employee working eight regular hours on the workday preceding, and eight regular hours on the workday following the holidays. The only exception to this rule shall be as approved by the supervisor if the employee is ill and has submitted a doctor's statement, or if the holiday falls during the employee's approved paid leave, or if the employee leaves work on the workday before the holiday because of an industrial accident.

An employee who works on a holiday shall be paid for regular hours worked and shall be compensated for the holiday.

Any employee whose regularly scheduled day off falls on a day designated as a holiday above shall be entitled to an additional day off. The Department Head shall schedule this additional day off at the mutual convenience of the City and the employee. This additional day off should be scheduled as close as possible to the holiday as practical.

C. Fire and Emergency Management Shift Personnel

Notwithstanding the provisions above, the Fire Department shift personnel, in lieu of holidays, will receive full pay for 5.5 shifts based on their December 1 salary. This payment will be made in the middle of December to each employee who has been in continuous employment since the preceding December. For those employees who have not been in continuous service, their holiday pay will be based on a ratio of .46 shift pay for each month of continuous service.

D. Police Shift Personnel

Notwithstanding the provisions above, the Police Department shift personnel, in lieu of holidays, will receive for each year 44 hours compensatory time off. Such time off may be taken in conjunction with the employee's regularly scheduled vacation. In addition, said shift personnel shall be paid 44 hours pay at the beginning of their first scheduled vacation during the calendar year. The rate of such pay shall be based on their rate of pay on the first day of the month in which their vacation commences.

In the event that such employee has not been on shift work for the twelve consecutive months preceding his or her first scheduled vacation, any holidays which he actually took during that twelve month period shall be deducted from the 44 hours compensatory time and/or from the 44 hours pay to which he or she is entitled pursuant to this subsection.