



CITY OF VISALIA PERSONNEL POLICY
Policy #303
Holidays

I. PURPOSE

The City recognizes certain days each year as City holidays. The purpose of this policy is to designate the City holidays and define the guidelines for employees regarding these holidays. This policy does not apply to hourly employees or elected officials.

II. POLICY

The following days are designated as official City holidays:

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	4 th Thursday in November
9. Friday After Thanksgiving	
10. Christmas Eve	December 24
11. Christmas Day	December 25

A. Designated Holidays

Employees are eligible for 8 hours of paid time off on each designated holiday immediately upon hire. To be eligible for paid time off on the designated holiday, employees must be on paid status (working or paid leave) for their regularly scheduled shift immediately prior to and immediately following the holiday.

Part-time employees in regularly allocated positions are eligible for holidays on a pro-rated basis.

Except for Fire and Police Shift Personnel:

- Holidays falling on Sunday will be observed on the following Monday. Holidays falling on Saturday will be observed on the preceding Friday. Any discrepancies will be determined by the City Manager.
- An employee who works on a designated/observed holiday shall be paid for regular hours worked and shall receive 8 hours of holiday pay.
- Any employee whose regularly scheduled day off falls on a day designated and observed as a holiday 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 but the day off must be in the same work week as the holiday. If an additional day off in the same work week is not possible, non-exempt employees will receive 8 hours of holiday pay.



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- Employees whose regularly scheduled shift is greater than 8 hours receive only 8 hours of holiday pay. The remainder of pay for that scheduled shift must be supplemented with available leave balances. Alternatively, employees may make up the time by working during the same work week with prior supervisor approval.

B. Floating Holiday

In addition to the holidays listed above, one Floating Holiday (8 hours) will be credited annually to eligible employees in the pay period that includes January 1st. Eligible employees hired after January 1st will be credited with the 8 hours of Floating Holiday hours upon hire if hired prior to July 1st or 4 hours if hired on or after July 1st.

Employees are eligible to receive and take 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. Floating Holiday hours not used on or before December 31st each calendar year will be forfeited. Unused Floating Holiday hours will be paid to the employee upon termination of employment.

C. Fire Shift Personnel

In lieu of time off for the designated holidays and Floating Holiday recognized by the City, Fire Department sworn shift (48/96 schedule) personnel will receive compensation consistent with the applicable Memorandum of Understanding provision in the pay period the holiday falls. Holiday pay hours will not be counted as actual hours worked for overtime purposes. Fire shift personnel do not receive a Floating Holiday.

Fire Department non-shift (40-hour work week) personnel observe holidays consistent with Sections IIA and IIB above. No additional holiday pay is granted for employees assigned a standard work schedule.

D. Police Shift Personnel

In lieu of time off for the designated holidays, Police Department shift personnel will receive compensation consistent with the applicable Memorandum of Understanding provision in the pay period the holiday falls. Holiday pay hours will not be counted as actual hours worked for overtime purposes.

Police Department non-shift (40-hour work week) personnel observe holidays consistent with Sections IIA and IIB above. No additional holiday pay is granted for employees assigned a standard work schedule.