

Holiday Leave Policy

- 1.0 POLICY STATEMENT:** It is the policy of the City to see that all full-time employees enjoy the same number of holidays each year. Part-time employees shall also be eligible for holidays when the holiday falls within the scheduled workweek. The holiday pay will be pro-rated based on the number of hours worked during that week. Holiday pay for Fire Department personnel (24-hour shift) both on duty and off duty will be paid at 9 hours. Any employee having an unexcused absence the day before or the day after a holiday shall not be paid for the holiday.
- 2.0 PROCEDURES:** The following and such other days as the City Commission may designate are official holidays with pay for those eligible employees:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Thanksgiving Companion Day
Independence Day	Christmas Day

- 2.1** In addition to the holidays listed above, the city also extends the following personal leave days to employees:

Employee Birthday

Employees may take their actual birthday or another day which falls after their birthdate. The day must be scheduled with the approval of supervision. New employees hired after their birthdate will not be eligible until January 1st of the next calendar year.

Floating Leave Day

All active employees as of January 1st of each calendar year are eligible for a floating personal leave day with the approval of supervision. New employees hired after June 30th of the calendar year are not eligible for a floating leave day until January 1st of the next calendar year.

The employee birthday and floating leave day must be used within each calendar year or the days will be forfeited.

- 2.2** An official holiday which falls on Saturday or Sunday, respectively, may be observed on the preceding Friday or following Monday as city-wide work requirements dictate on an annual basis. A determination of this schedule may be made in conjunction with the annual budget process by the City Manager.

3.0 RESPONSIBILITY: The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

Original:
Revisions: 04/01/2017

M. Denis Peterson
City Manager