**SECTION: PAID LEAVE**

**POLICY:** Holiday Pay **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish guidelines for the accrual, use, and management of holiday leave for City employees. This policy ensures consistent application of holiday benefits and outlines eligibility, scheduling, and compensation procedures.

**DEFINITIONS:**

1. Holiday Leave: Paid time off granted to employees on designated City holidays.
2. Personal Holiday: A day off selected by the employee during the calendar year, with supervisor approval.
3. Regular Full-Time Employee: An employee scheduled to work a standard full-time schedule (typically 40 hours per week).
4. Shift Firefighter: An employee within the fire department who works shifts and is eligible for different holiday compensation.
5. Leave Without Pay (LWOP): A status where an employee is not receiving pay for a given period, including the day before or after a holiday.
6. Special Event Work: Work required on holidays due to city events or essential services.

**APPLICABILITY:**

This policy applies to all regular full-time employees of the City, including shift firefighters, Police, Fire, Dispatch employees, and those working in departments that may require holiday service.

**POLICY:**

1. Regular full-time employees are eligible for paid holidays upon hire.
2. Holiday pay differs based on the employee's role:
   1. Regular Full-Time Employees (excluding shift firefighters) are paid eight (8) hours per holiday.
   2. Shift Firefighters are paid twelve (12) hours per holiday.
3. The following holidays are approved for City employees and may be modified as needed:

| Holiday Title | Observance |
| --- | --- |
| New Year's Day | January 1 |
| Martin Luther King Day | Third Monday in January |
| President’s Day | Third Monday in February |
| Good Friday | Friday before Easter |
| Memorial Day | Last Monday in May |
| Juneteenth | June 19 |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veterans Day | November 11 |
| Thanksgiving | Fourth Thursday in November |
| Day after Thanksgiving | Fourth Friday in November |
| Christmas Eve/Day After | December 24 or December 26 |
| Christmas Day | December 25 |
| Personal Day | Any working calendar year day, with supervisor approval |

1. Per State law, the following holidays are approved for City Firefighters and may be modified as needed.

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| --- | --- |
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| President’s Day | Third Monday in February |
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| Patriots Day | September 11 |
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| Day after Thanksgiving | Fourth Friday in November |
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| Christmas Day | December 25 |
|  |  |

1. Designating a holiday does not authorize an absence if the employee is scheduled to work.
2. If a holiday falls on a Saturday, the preceding Friday will be observed.
3. If a holiday falls on a Sunday, the following Monday will be observed.
4. Departments may authorize, revoke, or restrict holiday observance to ensure essential City services.
5. No overtime or extra pay is authorized for employees required to work on a designated holiday.
6. Holidays cannot be accumulated or carried over to the next calendar year, except for employees required to work on December 24 or December 25.
7. If a holiday occurs during a scheduled vacation, it will be charged as holiday leave, not vacation leave.
8. Employees on leave without pay (LWOP) or not paid on the day preceding or following a holiday will not receive holiday pay.
9. Police, Fire, and Dispatch 24/7 shift employees may schedule holidays for alternative days, but:
   1. If they use holidays before the official day and separate from employment, holiday pay will be deducted from final pay.
   2. If they separate before using accrued holidays, they will be paid for unused holidays.
10. Newly hired shift employees are advised not to use holiday hours as time off more than one month ahead until they reach six months of employment or complete the required training.
11. Police, Fire, and Dispatch employees not on shifts must take holidays on the actual holiday date.
12. Holidays must be taken in full-day increments. Employees on shifts other than eight (8) hours must take the holiday equivalent to their scheduled shift.
13. Employees required to work special events on holidays (e.g., Parks, Streets) may:
    1. Request pay for the holiday worked.
    2. Request to use the holiday within 30 calendar days. If not used within this period, the holiday will be forfeited.
14. Personal Holiday Leave:
    1. New employees are eligible for one personal holiday upon hire and must use it as a full day off within the calendar year.
    2. Personal holidays do not carry over to the next year, nor are they paid out upon separation.

**PROCEDURES:**

1. Holiday Scheduling:
   1. Employees must notify supervisors of their intention to take a personal holiday and obtain approval.
   2. Shift employees should coordinate with supervisors to use holidays effectively without disrupting essential services.
2. Documentation and Timekeeping:
   1. Supervisors must ensure accurate recording of holiday leave in the City’s timekeeping system.
   2. Any discrepancies should be reported to Human Resources promptly.
3. Special Event Holiday Work:
   1. Employees scheduled for special event duties on holidays must confirm their preference for pay or alternate holiday usage.
   2. Requests to use a holiday within 30 days must be formally documented and approved.
4. Holiday Pay Processing:
   1. Payroll will process holiday pay according to the standard hours applicable to the employee’s role.
   2. Any pay deductions for advanced holiday use will be calculated at the time of separation.
5. Review and Modifications:
   1. The City reserves the right to review and modify holiday designations and policies, as necessary.
   2. Employees will be notified of any changes through official communication channels.