XIII. HOLIDAYS

Section 1. OFFICIAL HOLIDAYS

The following days shall be official paid holidays:

*__New Year's Day__
Martin Luther King Jr. Birthday
Memorial Day
***Independence Day**
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
***Christmas Day**
*__Day Before or the Day after Christmas Day__
Floating Holiday

*Except for non-union shift employees such as water plant operators and emergency dispatchers, holidays will be observed on the dates specified by the Human Resources Department. The Human Resources Department publishes a holiday observance schedule each fiscal year, specifying the dates of holiday observances for the upcoming fiscal year. The City may authorize other holiday observances.

For the above non-union shift personnel, the actual holiday (Christmas Day, Christmas Eve Day, Independence Day and New Years' Day) shall be the observed (paid) holiday for premium holiday pay purposes.

Section 2. ELIGIBILITY FOR HOLIDAY PAY

A. All regular full-time employees and part-time employees working a traditional work week (5 days) are eligible to receive holiday pay if the observed holiday falls on a regularly scheduled work day. Part-time employees are **not** eligible for the floating holiday. Temporary or seasonal employees (full-time or part-time) are **not** eligible for holiday pay.

B. Budgeted part-time employees will receive holiday pay for the amount of hours they would normally work on the scheduled holiday. For example, employees scheduled for 8 a.m. through 12:00 p.m., Monday through Friday, would receive four (4) hours of holiday pay for a Wednesday holiday.

C. Budgeted part-time employees who do not work 5 days per week will receive holiday pay for the amount of hours they would normally work on the holiday provided they are scheduled to work on the City-declared

holiday. If the day of the declared holiday is on a scheduled day off, the employee is not eligible for holiday pay.

D. To be eligible to receive pay for an observed holiday, an employee must not have been absent without approval on the work day before the holiday nor absent without approval on the work day after the holiday. Vacation taken the day before a holiday and the day after a holiday must be scheduled in advance. In the event an employee is absent due to illness the day before and/or the day after a holiday, the employee may be requested to furnish a statement from a physician to verify illness in order to receive holiday pay.

E. Employees on approved leave of any type **with pay,** including the paid portion of a Family and Medical Leave, but excluding paid Workers' Compensation leave, will receive straight time holiday pay for a holiday that occurs within any **paid** portion of the leave. No premium pay will be allowed for holidays while on paid leave.

F. Employees on any **unpaid** leave of absence, or who have received workers' compensation pay for the day of a holiday, are not eligible for holiday pay for any holidays occurring while in such status, except for the one-third portion not paid by workers' compensation.

G. Employees separating from employment for any reason must work a regularly scheduled work day immediately following the holiday to be eligible for holiday pay; i.e., the date of separation cannot be extended to the date of the holiday for payment of the holiday.

Section 3. HOLIDAY PAY

A. Non-exempt employees who work on a holiday (day observed) will receive overtime (premium) pay for all hours worked, in addition to straight time holiday pay based on their regularly scheduled work day (i.e., an employee whose regular work schedule is five days/week, eight hours/day will receive eight hours straight time holiday pay).

B. Exempt employees, excluding Department Directors and Division Managers, who work on a holiday (day observed) will receive straight-time pay for all hours worked, in addition to holiday pay received.

Section 4. HOLIDAYS FALLING ON WEEKENDS

Holidays falling on Saturday will normally be observed on the preceding Friday. Holidays falling on Sunday will normally be observed on the following Monday, as approved by the City Manager.

Section 5. HOLIDAYS OCCURRING ON SCHEDULED DAYS OFF

A. If a full-time or budgeted part-time employee works a non-traditional work week (other than Monday-Friday) and the holiday falls on a scheduled/regular day off, the employee will receive one day's pay based on his regularly scheduled work day at a straight-time rate **or** one day's leave with pay within the pay week upon approval of the Department Director/Supervisor. If, in the opinion of the Department Director/Supervisor, it becomes necessary for an employee to work on a scheduled holiday which falls on his regular day off, the employee will be authorized overtime pay for non-exempt employees or straight-time pay for exempt employees for all hours worked on the holiday in addition to straight time holiday pay.

B. If an observed holiday occurs during a scheduled vacation, the employee shall receive holiday pay and the holiday will not be charged to vacation leave.

Section 6. OTHER RULES GOVERNING HOLIDAYS

A. Floating Holidays

1. Full-time employees must have completed their initial (new hire) six months' probationary period (or six months' employment for certified Fire Department or sworn Police Department employees) in order to take a floating holiday. Temporary, seasonal, and/or part-time employees are not eligible for floating holidays.

2. The floating holiday must be taken within the time frames specified on the holiday schedule published each fiscal year by the Human Resources Department. No employee shall be paid in lieu of time off for a floating holiday, nor can floating holidays be "carried over" past the annual deadline for usage. An employee who terminates employment prior to usage of the floating holiday shall not receive any payment for the floating holiday.

3. Floating holidays must be approved in advance by the employee's supervisor. Approval/disapproval of the date requested for the floating holiday shall be dependent upon operational requirements.

4. A floating holiday is generally authorized for an entire shift. However, less than one work day/work shift, but no less than .25 hours, may be taken if requested and authorized in advance.

5. In no event shall an employee be allowed to take the floating holiday during the last two (2) weeks of the separation of employment period or to extend the separation date, even if the leave was approved prior to the notice of separation.

6. Each department is responsible for monitoring usage of floating holidays, in the same manner as other absences from work.

B. General

1. Holidays, including floating holidays, shall be entered under the appropriate code on the bi-weekly time sheet.

2. Holiday schedules and holiday pay for represented employees are outlined in the respective collective bargaining agreements.