

## **VIII. HOLIDAYS**

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### **A. Eligibility.**

Non-union, benefits-eligible employees are entitled to time off with pay on the holidays listed in section C, unless required by their supervisor to work due to the nature of their duties or other exceptional conditions or circumstances. Benefits-eligible part-time employees shall receive pro-rated holiday pay. Employees on unpaid leave at the time of a holiday will not receive pay for the holiday. Benefits-eligible employees subject to a union contract shall receive paid holidays as outlined in the current contract.

### **B. Pay for Holidays Worked.**

Non-exempt, benefits-eligible employees required to work on a holiday listed in section C shall be paid at the rate of one and one-half times the employee's base pay for the hours worked, plus the employee's regular rate of pay for the holiday. Employees are considered to have worked a holiday only when their shift begins on a holiday, in which case the entire shift shall be paid as a holiday. Exempt employees required by their supervisor to work on a city-observed holiday shall be entitled to observe their holiday on a different day, as approved by the supervisor.

Full-time firefighter positions will be given a holiday bank of 96 hours in January of each year. Any employee who is required to work on any of the following holidays listed will be compensated an additional one-half times their base pay rate for working on the actual or observed holiday depending on which falls on their scheduled work shift.

Part-time and paid on-call employees who are not benefits-eligible but who are required to work on a holiday listed in section C shall be paid at the rate of one and one-half times their regular rate of pay for the hours worked. In the case of city departments or functions that operate seven days per week, holiday pay shall be paid for the actual holiday, rather than the observed holiday as defined below.

### **C. Designated Holidays.**

City offices shall be closed for business on each holiday listed below, but employees may be required by their supervisor to work on holidays when the nature of their duties or other conditions require.

When a holiday falls on a Saturday, the preceding Friday is a holiday. When a holiday falls on a Sunday, the following Monday is a holiday. In calendar years during which December 24 and/or December 25 fall on a weekend, the Christmas Eve holiday shall be converted to a second floating holiday to be taken on a day of the employee's choice

as approved by their supervisor. If a holiday occurs during an employee's scheduled vacation, it shall not be counted as part of said vacation.

The following days are designated holidays:

| Holiday Celebrated            | Date                                    |
|-------------------------------|-----------------------------------------|
| New Year's Day                | January 1                               |
| Martin Luther King's Birthday | Third Monday in January                 |
| President's Day               | Third Monday in February                |
| Memorial Day                  | Last Monday in May                      |
| Juneteenth                    | June 19                                 |
| Independence Day              | July 4                                  |
| Labor Day                     | First Monday in September               |
| Veterans Day                  | November 11                             |
| Thanksgiving Day              | Fourth Thursday in November             |
| Friday after Thanksgiving     | the Friday after the 4th Thurs. in Nov. |
| Christmas Eve                 | December 24th                           |
| Christmas Day                 | December 25th                           |

#### **D. Floating Holiday.**

Benefits-eligible employees, including those on probation, are awarded one Floating Holiday per year, to be taken on a day of their choice, with prior approval of the employee's supervisor. Benefits-eligible part-time employees shall receive a pro-rated floating holiday. The floating holiday must be taken and paid out by the 1st payroll in December of any given year. An unused floating holiday shall be forfeited and may not be carried over to the next payroll year nor paid as severance. Floating holidays must be used prior to submitting a resignation. Once a resignation has been accepted any unused floating holiday will be considered forfeited. The floating holiday shall be taken in its entirety on a single day. A floating holiday may only be combined with hours worked on a given day in the case of: employees called in by their supervisor for unscheduled work (such as snow-plowing).