

RESOLUTION #010-17

**A RESOLUTION OF THE CITY OF DE LEON, TEXAS,
AUTHORIZING THE AMENDMENT OF SECTION 7.01 OF THE
PERSONNEL POLICIES AND PROCEDURES REGARDING
HOLIDAY PAY.**

WHEREAS, the City Council of the City of De Leon (the "City Council") finds that the City's current policy regarding holiday pay for City employees does not take into account the schedules and shifts of the City's peace officers; and

WHEREAS, the City Council finds that it is necessary to amend the City of De Leon Personnel Policies and Procedures to allow City peace officers to collect the holiday pay to which they are entitled;

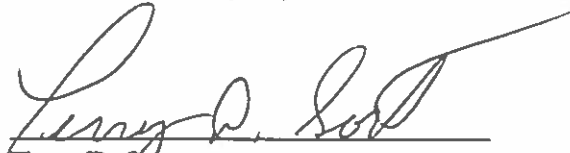
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF DE LEON, TEXAS that:**

Section 1. Section 7.01 of the City of De Leon Personnel Policies and Procedure is hereby amended as reflected in the attached Exhibit "A".

Section 2. This Resolution, and the revised Section 7.01, shall take effect immediately upon final approval of same by the City Council.

Section 3. The requirement under Article VII, Section 8 that this Resolution be read by the City Council at two meetings is hereby waived by the affirmative vote of all of the members of the City Council.

PASSED, APPROVED AND ADOPTED on this the 13th day of June, 2017.



Terry D. Scott
Mayor

ATTEST:



Melinda K. Harbour
City Secretary



SECTION 7.00 LEAVE AND TIME OFF

Section No. 7.01 – HOLIDAYS

The City provides paid holidays to probationary, regular full-time and regular part-time employees. Every other employee is extended the official holiday, but without pay. The following official holidays will be observed:

Holiday List

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	
Christmas Eve Day	December 24
Christmas Day	December 25
Good Friday	Friday before Easter
Employee's Birthday	

Definition of Holiday Pay.

For the purposes of holiday pay, a holiday is a period of hours equal to an employee's regular shift, paid at the employee's regular rate.

Scheduling of Holiday.

For regular City employees, holidays occurring on Saturday normally will be observed on the preceding Friday and holidays occurring on Sunday will normally be observed on the following Monday.

For City peace officers, holidays are observed on the actual day of the holiday.

Regular Part-Time Employees.

Regular part-time employees are eligible for holiday pay at ½ the hours allowed for regular full-time employees.

Temporary and Seasonal Employees.

Temporary and seasonal employees will be paid their regular hourly rates for a holiday only if required to work on a holiday. No holiday pay is authorized for seasonal or temporary employees who do not work on a holiday.

Employees Required to Work on a Holiday.

Employees required to work on a holiday will either be given an alternate day off with pay or will be paid for the holiday at their regular rate of pay, in addition to the hours actually worked on the holiday, at the employee's request.

Employees Scheduled "Off Duty" on a Holiday.

When both the actual and the observed holiday occur during an employee's regularly scheduled days off, the employee will accrue holiday leave for the actual holiday in an amount equal to one of the employee's regular shifts, to be taken at a later date.

Non-Exempt Emergency Personnel Called Back on a Holiday.

Non-exempt employees called in on an emergency basis to work a holiday for which they are not scheduled to work will be paid for the regular holiday period plus all hours worked on the holiday at the regular rate.

Ineligibility for Holiday Pay.

Employees on administrative leave are not eligible for holiday pay. Likewise, non-exempt employees who are absent without authorized leave on the day immediately preceding or following a scheduled holiday will not be paid for the holiday.

Holiday Occurring During Vacation Leave.

A holiday that falls within an employee's vacation period will be counted as holiday in lieu of a day of vacation.

Separating Employees.

Except in extraordinary situations, separating employees will not be allowed to use a holiday as their final day of employment. Exceptions must be scheduled and authorized in advance by the Department Head with the approval of the Mayor/City Administrator.

Paid Leave Status.

An employee on a paid leave status will normally be paid holiday pay in lieu of the leave status pay they would ordinarily receive at the time of the holiday.

Other Religious Holidays.

Employees may request an approved absence to celebrate a religious holiday that is not a scheduled City holiday. If approved, the employee must charge the time to vacation, compensatory time, or excused absence without pay.

Holiday Pay During Workers' Compensation Leave.

An employee on workers' compensation leave will not receive holiday pay.