
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

Policy No. 303: Holidays, Personal Leave and Extra Days Off

A. Holidays

1. The following ten (10) days shall be holidays for which most regular full-time and regular part-time employees shall receive their regular compensation:

New Year's Day	-	January 1
Martin Luther King, Jr. Day	-	Third Monday in January
Presidents' Day	-	Third Monday in February
Memorial Day	-	Last Monday in May
Independence Day	-	July 4
Labor Day	-	First Monday in September
Thanksgiving Day	-	Fourth Thursday in November
Day After Thanksgiving	-	Fourth Friday in November
Day Before Christmas	-	December 24
Christmas Day	-	December 25

2. The City Manager is authorized to designate "Alternate Days" for the holidays noted above, particularly when any of the above noted holidays fall on a Saturday or Sunday, providing that there shall be a total of ten (10) paid holidays recognized for any one calendar year.
3. For employees in Pay Grades 304 - 306 and Pay Grades 504 - 505, December 31st shall be a holiday in lieu of the Day After Thanksgiving.
4. Co-op students shall receive their regular compensation when any of the above holidays falls within their work period. Safety Supervisors shall receive their regular compensation when school is dismissed for Presidents' Day, Memorial Day, Thanksgiving Day and the Day After Thanksgiving, in addition to other holidays they may be eligible to receive.
5. Unless the holiday is a regularly scheduled work day, regular full-time employees eligible for overtime compensation shall receive two (2) times their regular rate in addition to their regular compensation (holiday pay) for work performed on the day observed as the holiday (with the exception of Labor Day for which one and one-half times the regular rate is paid).

CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

6. Regular full-time Police Department and Fire Department personnel assigned to shifts which include holidays as part of the normal work schedule shall receive an extra day of pay for each holiday. Such employees who are regularly eligible for overtime pay shall receive double their regular rate for work on a holiday in excess of a regular eight (8) hour shift or twenty-four (24) hour shift for Firefighters assigned to a fifty-six (56) hour average work week schedule. Firefighters working a 4 10-hour day/work schedule will receive 10 hours holiday pay if the recognized holiday falls on the employee's normally scheduled work day; if the recognized holiday does not fall on a Firefighter's normally scheduled work day, the Firefighter will receive no holiday pay.
7. A patrol officer who is scheduled to work on a holiday, would be paid time and a half his regular rate, for such hours worked.
8. A sworn Police Officer may trade one (1) day or two (2) days off per year for the extra holiday pay they would receive for one or two holidays. Such a trade must have the advance approval of the Chief of Police.
9. Supervisors and employees should review applicable bargaining agreements when contemplating issues pertaining to City recognized (for payroll purposes) holidays and overtime pay on holidays.
10. In order to be eligible for holiday pay, an employee must work, or be in a paid status, on the scheduled work day preceding and following a given holiday.

B. Personal Leave and Extra Days Off

1. In addition to ten (10) paid holidays as indicated above, each regular full-time employee may be granted three (3) days of paid Personal Leave annually. Regular full-time employees in Firefighting positions, Civilian Dispatchers and Jailers may be granted four (4) days of paid Personal Leave annually; Police Officers may be granted five (5) days of paid Personal Leave annually. Paid Personal Leave must be scheduled in advance and be approved by the Department Director.

CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

2. Personal Leave will be accounted for on a payroll year basis with no accumulation or carry-over from one payroll year to the next. An employee is entitled to their Personal Leave credit for the payroll year during which they received an initial appointment, provided employment commenced prior to October 1st, except that an employee may not receive credit for their third, fourth or fifth day of Personal Leave unless employment commenced prior to July 1st. An employee is not entitled to use Personal Leave until a minimum of thirty (30) days have elapsed after initial appointment or last break in service.
3. Firefighters assigned to a fifty-six (56) average hour work week schedule do not receive Personal Leave but instead shall receive eleven (11) 24-hour Earned Days Off (EDOs) per payroll year. Such EDOs shall be scheduled in advance twice a year, five (5) days at a time for half a year, with the eleventh EDO being scheduled in either half of the year. Effective January 1, 2008, firefighters assigned to a 24 – 48 hour schedule shall receive twelve (12) EDOs annually. Such EDOs shall be scheduled in advance twice a year, six (6) days at a time for each half-year. Earned Days Off must be scheduled in advance and approved by the Fire Chief.
4. Supervisors and employees should review applicable bargaining agreements when contemplating such leave.

CITY OF KETTERING — ADMINISTRATIVE POLICIES

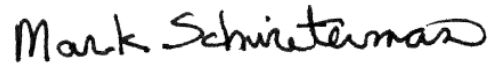
PERSONNEL POLICIES & PROCEDURES

8/06

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

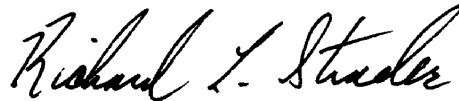


Date

Mark Schwieterman
City Manager

Issued:

10/27/06



Date

Richard L. Strader
Director of Human Resources