



ADMINISTRATIVE PERSONNEL POLICIES & PROCEDURES

Policy No. 303: HOLIDAYS, PERSONAL LEAVE AND EARNED DAYS OFF

A. Holidays

1. The following eleven (11) days shall be holidays for which most regular full-time and regular part-time employees shall receive their regular compensation:

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

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 eleven (11) paid holidays recognized for any one calendar year. Please refer to the Personnel Ordinance or applicable bargaining agreements for further details.
3. Supervisors and employees should review the Personnel Ordinance or applicable bargaining agreements when contemplating issues pertaining to City recognized (for payroll purposes) holidays and overtime pay on holidays.
4. 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.
5. Co-op students shall receive their regular compensation when any of the above holidays falls within their work period. Safety Supervisors and Crossing Guards 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. Please refer to the Personnel Ordinance for further details.
6. 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.
7. 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.

8. A patrol officer who is scheduled to work on a holiday, would be paid time and a half his or her regular rate, for such hours worked.
9. Supervisors and employees should review the Personnel Ordinance or applicable bargaining agreements when contemplating issues pertaining to City recognized (for payroll purposes) holidays and overtime pay on holidays.

B. Personal Leave and Earned Days Off

1. In addition to eleven (11) paid holidays as indicated above, certain regular full-time employees may be granted three (3) days of paid Personal Leave annually. Please refer to the Personnel Ordinance or applicable bargaining agreement for further details. Paid Personal Leave must be scheduled in advance and be approved by the Department Director.
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. Supervisors and employees should review the Personnel Ordinance or applicable bargaining agreements when contemplating such leave.

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:

12/14/22
Date



Mark Schwieterman
City Manager

Issued:

12.16.22
Date



Jenny Smith
Human Resource Director