

 Town of Swansboro	Personnel Policy		Holidays and Leaves of Absence Holidays	
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	Supersedes:		Approved By:	

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 2. Holidays

The following days, and other such days as the Town Board of Commissioners may designate, are holidays with full pay for employees:

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| New Year's Day | Independence Day (July 4) |
| Martin Luther King Birthday | Labor Day |
| Good Friday | Veteran's Day |
| Memorial Day | Thanksgiving Thursday & Friday |
| | Christmas (two days designated by the Manager) |

For 40-hour work week employees, when any recognized holiday falls on Saturday or Sunday, the following Monday will be the designated holiday. In order to receive a paid holiday, an employee must have worked the day before and the day after the holiday(s), or have been given approved leave.

For Public Safety Employees, the designated Christmas Holidays will be December 24 & 25 and New Year's Day will be January 1.