

 Town of Swansboro	Personnel Policy		Holidays and Leaves of Absence <small>Holidays: Compensations When Work is Required or Regularly Scheduled Off for Shift Personnel</small>	
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ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 4. Holidays: Compensations When Work is Required or Regularly Scheduled Off for Shift Personnel

To maintain continuity of operations for some vital town functions and services, some personnel must work hours designated as Local, State, and Federal Holidays. Employees in position classifications that necessitate atypical schedules should receive Holiday Benefits as defined below.

- a. Employees who are required to work on any designated town holiday between the times of 1200 am and 1159 pm will receive their normal hourly pay (time) for each hour worked (accumulated to the bi-weekly total), with an additional half-time (1/2) pay rate benefit, which does not add to the bi-weekly total.
- b. Shift Personnel not on duty on the designated town holiday will also receive eight (8) hours of holiday time, not counted as a part of their cumulative bi-weekly total.
- c. Employees required to work the recognized holiday on non-traditional workday (Saturday/Sunday) will receive the holiday pay benefit listed in subsection a, and the Town designated holiday eight (8) hours-benefit.

Every full-time employee will receive eight (8) hours of holiday pay for each Town designated paid Holiday.

(Reference Article VII Section 2)