

CHAPTER 6

HOLIDAYS

A. Holidays Observed by the City

The following holidays shall be observed by the City and any extra day or days by proclamation of the Governor:

January 1	New Year's Day
Third Monday in January	Martin Luther King's Birthday
Third Monday in February	President's Day
Friday before Easter	Good Friday
Last Monday in May	Memorial Day
June 19	Juneteenth Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans Day
Fourth Thursday in November	Thanksgiving Day
Friday Following Thanksgiving Day**	Day After Thanksgiving Day
December 25	Christmas Day

Full-time employees will receive no more than their regular scheduled hours of pay per holiday. All holidays must be taken as time off or paid in the next pay period.

An employee must be on Active Pay Status, on vacation or work his normal schedule of hours on the regularly scheduled working day immediately prior to a holiday and the regularly scheduled working day immediately following a holiday in order to be paid for the holiday.

Employees who are required by their supervisor to work on the day observed as a holiday must work that day to be eligible to receive holiday pay. Employees on vacation, jury duty, sick leave, funeral leave, or annual military leave must use the holiday on the designated day the holiday falls.

When a holiday falls on a Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday for that year.

When a holiday falls on a Sunday, the following Monday shall be designated a substitute holiday and shall be observed as the official holiday. This shall not apply to shift employees.

Employees assigned and scheduled to work on a holiday, and who in fact do work, shall receive double compensation. Under no circumstances will an employee be paid more than his regular scheduled hours for holiday pay. If the holiday falls during an employee's scheduled vacation, one day of holiday pay shall be paid in lieu of being charged for the vacation day. If a holiday falls on an employee's regular day off, equal leave time will be earned for that period. The employee shall be given the option of taking the leave time or cashing that leave time out at the employee's current rate of pay. Either option shall be taken during the employee's current pay period or the first pay period following.

The City Manager will determine when any Department or operation will be closed in observance of a holiday.

**This extra day is not guaranteed and depends on Governmental proclamation.