

**HOLIDAYS**

**Purpose:**

To provide a paid holiday for recognition of Federal or State recognized Holidays.

**Scope:**

This policy applies to all full-time employees.

**Policy:**

The administrative offices are closed, daily full-time employees are off, and all full-time employees receive holiday pay on the following recognized holidays:

New Year's Day	Full Day
Good Friday	Half Day
Memorial Day	Full Day
Independence Day	Full Day
Labor Day	Full Day
Thanksgiving Day	Full Day
Friday after Thanksgiving Day	Full Day
Christmas Eve	Half Day
Christmas Day	Full Day

**Guidelines:**

- A. Two floating holidays per year with five working days notice to the supervisor are available to daily full-time employees.
- B. For daily full-time employees, the following days shall be observed in the event that a holiday falls on a weekend. When the holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed.
- C. When a holiday falls on a daily full-time employees regular scheduled day off, excluding Saturday and/or Sunday, the employee shall, at the discretion of the Chief and/or Assistant Chief of Operations, either be allowed an additional floating holiday at such time in the same year as shall be mutually agreed upon between the employee and the Chief and/or Assistant Chief of Operations, or shall receive eight hours additional pay to compensate for the loss of such holiday.
- D. Any daily full-time employee who is called upon to work on a scheduled holiday or vacation day shall receive their regular holiday pay plus 1.5 times the regular hourly rate for the hours worked on the holiday, not to exceed 2.5 times their regular hourly rate.

- E. Any full-time employee who resigns or is discharged shall receive payment for all legal holidays up to date of resignation or discharge.
- F. 24/48 employees scheduled for shift duty will report to work in the event that the holiday falls on their normally scheduled work day.
- G. 24/48 employees will be paid for eight holidays per calendar year at their normal hourly rate times 16 hours for each holiday. Four of the holidays will be paid in the first six months of the year and the other four will be paid in the second half of the year. In the event the 24/48 employee works on a holiday this type of compensation shall be considered as their double time for the holiday.
- H. Part-time employees shall be required to work their scheduled shift when it falls on a holiday. No additional compensation will be paid to part-time employees when they are scheduled to work on a holiday.