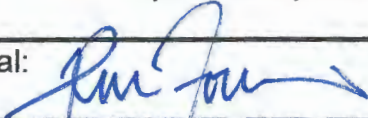




## Human Resources Policies and Procedures

Policy Title: <b>Holidays</b>	Policy Number: <b>4.2</b>
Effective: <b>December 10, 2019</b>	
Supersedes previous version of policy effective dated June 16, 2016	
Approval: 	Page 1 of 4

### 1.0 Scope

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Full-time<br><input checked="" type="checkbox"/> Part-time<br><input type="checkbox"/> Temporary/Contract<br><input checked="" type="checkbox"/> Non-Union | <input checked="" type="checkbox"/> Union<br><input type="checkbox"/> Independent Contractors<br><input type="checkbox"/> Visitors, Vendors, Volunteers<br><input type="checkbox"/> Board and Commission Members |
|--|--|

*Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.*

### 2.0 Purpose

The City recognizes certain days each year as City Holidays. The purpose of this policy is to designate the holidays and define the guidelines for employees regarding these holidays.

### 3.0 Policy

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The City allows time off, with pay for the following designated holidays:

- 1.
2. New Year's Day
3. Martin Luther King Jr. Day
4. President's Day
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Indigenous Peoples Day
10. Thanksgiving Day
11. Friday After Thanksgiving
12. Christmas Eve
13. Christmas Day
14. New Year's Eve
15. Floating Holiday\*

\* Floating holiday is issued each January 1st.

To accommodate for a transitional period for employees with the changes to the list from the previous version of the policy, Good Friday will still be granted as a 1/2 day holiday in FY2020 only. A full day for Indigenous Peoples Day replaces this holiday starting in FY2021.

#### **4.0 Responsibility**

- 4.1** Management will be responsible for the consistent administration of this program and ensuring compliance with the Holiday policy.
- 4.2** It is the responsibility of each employee to follow this policy. Employees are responsible for recording holiday leave time used on his or her time sheet.

#### **5.0 Definitions**

- 5.1** **Holiday pay** is defined as pay received for holidays observed by the City, whether or not the holiday is worked. Holiday pay is calculated at the base rate of pay.
- 5.2** **Holiday premium pay**, compensation for hours actually worked on a holiday, is an additional pay of 1.5 times the base rate of pay times the

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number of hours worked on the holiday.

**5.3 Flex the holiday** is when an employee is scheduled to work on a City designated holiday and in lieu of receiving holiday premium pay, elects to take another day off as the holiday, with management approval. (For example if a person is scheduled to work on December 25<sup>th</sup>, he or she may elect to take December 26<sup>th</sup> as his or her holiday in lieu of being paid holiday premium pay on December 25<sup>th</sup> and working on December 26<sup>th</sup>.)

**5.4 Floating holiday** can be taken on any day within a calendar year, with advance approval from management.

## **6.0 Procedures**

### **6.1 Eligibility**

- A. Non-union employees are eligible for holidays immediately upon hire.
- B. To receive holiday pay, employees must be in an active pay status on the regularly scheduled workday immediately before and after the holiday.
- C. Employees do not receive holiday pay during an unpaid leave of absence.
- D. Starting dates, promotion/transfer dates, and return-to-work dates will not occur on a holiday.

### **6.2 Holiday Pay**

- A. Employees whose work schedule is other than Monday through Friday are eligible for holiday pay for the holidays observed on their day off. Those employees on flexible schedules may have adjustments made to their schedules during holiday weeks at the discretion of their unit supervisor.
- B. Holiday pay for part-time employees will be equal to eight hours multiplied by the employee's budgeted position status. For example if a person is budgeted at 0.8 FTE, the part time employee shall receive 6.4 hours of holiday pay ( $8 \times 80\% = 6.4$ ).

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- C. When a holiday falls on Saturday, the holiday will be observed on Friday. When a holiday falls on Sunday, the holiday will be observed on Monday.
- D. When a holiday falls on a Saturday or Sunday, is observed on a Friday or Monday, and an employee works both the official holiday and the observed holiday, the employee will receive holiday pay for only one of the two days.

### **6.3 Floating Holiday**

- A. City employees are eligible for one (1) "floating" holiday per calendar year. This holiday may be used for any reason and at any time, subject to the advance approval of the employee's supervisor. Use of the holiday is subject to cancellation based upon operational needs.
- B. Part-time employees are entitled to floating holiday pay equal to their budgeted position status.
- C. Employees must request use of the floating holiday five (5) working days in advance.
- D. The floating holiday may be used in one-hour increments.
- E. In the event of voluntary or involuntary employment separation, there is no payment for unused floating holidays.
- F. Floating holidays do not accumulate from one calendar year to the next, use it or lose it.

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