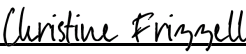





<b>TITLE: Holidays</b>		<b>POLICY: HR-620-2022</b>
<b>EFFECTIVE DATE:</b> 4/27/2022	<b>SUPERSEDES:</b> #620 May 16. 2014	
<b>MAYOR CHRISTINE FRIZZELL</b> <small>DocuSigned by:</small>  <small>77ADF363AF504F4...</small>		<b>DEPARTMENT DIRECTOR EVAN CHINN:</b> <small>DocuSigned by:</small>  <small>ED88ACE24BE84DD...</small>

**PURPOSE:**

To provide a competitive paid-time off benefit to recognize traditional holidays and provide employees two unpaid holidays per calendar years to accommodate different faith communities whose religious holidays do not align with those recognized by the City.

**POLICY:**

Under LMC 2.54.020, regular full-time and regular part-time employees not otherwise covered by a collective bargaining agreement, are eligible for holiday pay on the following City recognized holidays:

<b>New Year’s Day</b>	<b>January 1<sup>st</sup></b>
<b>Martin Luther King Jr. Day</b>	<b>Third Monday in January</b>
<b>Presidents Day</b>	<b>Third Monday in February</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Juneteenth</b>	<b>June 19<sup>th</sup></b>
<b>Independence Day</b>	<b>July 4<sup>th</sup></b>
<b>Labor Day</b>	<b>First Monday in September</b>
<b>Veteran’s Day</b>	<b>November 11<sup>th</sup></b>
<b>Thanksgiving Day</b>	<b>Fourth Thursday in November</b>
<b>Day After Thanksgiving</b>	<b>Day After Thanksgiving</b>
<b>Day Before Christmas</b>	<b>December 24<sup>th</sup></b>
<b>Christmas Day</b>	<b>December 25<sup>th</sup></b>
<b>One Floating Holiday</b>	<b>*To be scheduled with department head and approved on an individual basis.</b>

If a holiday falls on a Saturday, the City will observe the preceding Friday as the legal holiday, except for New Year's Day. When New Year's Day falls on a Saturday, the holiday will be observed on the first Monday of the new calendar year instead of the preceding Friday. A holiday that occurs on a Sunday will be observed as a legal holiday on the following Monday, with the exception of December 24th. When December 24th falls on a Sunday, it will be observed on the following Tuesday; and when December 24 falls on a Friday, it will be observed on the preceding Thursday.

Employees who wish to observe as periods of worship certain days which are not included in the list of holidays scheduled, may request vacation time or floating holiday, or if such time is exhausted, time-off without pay.

Non-benefited part-time employees (those not designated as regular part-time) or temporary/seasonal employees are not eligible for paid holidays.

If a City-paid holiday falls during an employee's scheduled vacation, the holiday will not be counted as vacation taken.

The floating holiday must be taken during the calendar year. Floating holidays not taken will not be carried over to the following year.

Compensation for Holidays Worked: Any regular full-time City employee (not covered by Union contract) who works on any holiday shall be paid time and one half plus the holiday pay. Regular part-time employees who are required to work an assigned holiday may take another day off in lieu of the holiday. Generally, this other day should be within the same pay period. However, in the event an employee is unable to take another day off during the pay period, the holiday time can be carried over to a later date. The holiday time must be taken during the same calendar year or entitlement to the time will be lost.

An employee shall receive a holiday with pay only if in a paid status the workday prior and the workday following the holiday.

An employee who becomes sick on a holiday, may not convert his/her holiday leave to sick leave.

**POLICY FOR PAID TIME OFF FOR CITY RECOGNIZED HOLIDAYS:**

Unless it imposes an undue hardship on the work unit or the employee is necessary to maintain public safety, regular full-time and regular part-time employees may take up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization.

Employees may select the days on which they desire to take the two unpaid holidays after consulting with their supervisor.

In the event an employee wishes to take vacation or compensatory time to observe an unrecognized holiday, that request is governed by the relevant vacation or compensatory time policy and is not an unpaid holiday.