

3 - EMPLOYEE BENEFITS

3.3 - Holidays - For full-time regular non-union employees

Revised: July 1, 2007

Reviewed: December 2018

Full-time regular non-union employees that work 8 or 8.25 hours per day receive 8 or 8.25 hours of pay for the following holidays not worked:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving
8. Christmas Day
9. Floating Holiday
10. 2 Personal Days

The Mayor determines the date of the Floating Holiday after conferring with Department Directors that have employees covered by collective bargaining agreements.

Unless other departmental practices apply, if a holiday falls on Saturday time off for the holiday will be taken on the preceding Friday; if a holiday falls on Sunday time off for the holiday will be taken on the following Monday

Non-Union employee's Personal Days are observed as follows:

1. An employee must be a full-time regular employee.
2. Prior approval to use a personal day must be given by the employee's Department Director or Division Manager and is subject to work loads, staffing levels, and other relevant considerations within the department or division.
3. Two Personal Days are given each employment anniversary year and cannot be carried over to the employee's next employment anniversary year.
5. An employee who leaves employment with the City for any reason other than a layoff will not be paid for an unused Personal Day.
6. New hires may request approval to use a Personal Day after six months of full-time employment.

Full-time regular non-exempt (hourly) employees who are required to work on any of the designated holidays will be compensated at the rate of one and one-half (1 1/2) times the regular rate of pay for all hours worked. This applies to the **designated** holiday, which is not necessarily the **actual** holiday. This compensation is in addition to the employee's holiday pay.

All holiday pay will be paid on the basis of the employee's regular straight hourly rate. An employee will forfeit the right to holiday payment if the employee has an unexcused absence on the last regular workday before the holiday or on the next regular workday following the holiday.