

TOWN OF BARTONVILLE PERSONNEL REGULATIONS

Chapter 5. Leave

1.01 Holidays

- A. Paid holidays are extended to full time employees
- B. The following official holidays shall be observed:
 - 1. New Years Day January 1
 - 2. Martin Luther King, Jr. Day
 - 3. Presidents Day
 - 4. Good Friday
 - 5. Memorial Day (last Monday in May)
 - 6. Independence Day (July 4th)
 - 7. Labor Day (first Monday in September)
 - 8. Columbus Day (second Monday in October)
 - 9. Veterans Day
 - 10. Thanksgiving Day (fourth Thursday in November)
 - 11. Day after Thanksgiving (Friday after Thanksgiving)
 - 12. Christmas Eve (December 24th)
 - 13. Christmas Day (December 25th)
- C. When an official holiday occurs on a weekend, the following alternative schedule applies:
 - a. A holiday which occurs on a Saturday shall be taken on the Friday before the Holiday; and
 - b. A holiday which occurs on a Sunday shall be taken on the Monday after the holiday.
- D. An employee shall receive holiday pay equivalent to a standard eight (8) hour work day.
- ~~E. Holidays may not be accumulated beyond eighty eight (88) hours.~~
- F. An employee, who abandons his/her job as defined in Section 6.04.C, shall be ineligible for payment of accumulated holiday leave.
- G. An employee shall not receive pay for a holiday if he/she is:
 - a. Absent without prior approval either the day before or the day following an official holiday.
- H. An official holiday occurring while any eligible leave is being taken shall be reflected as a holiday for payroll purposes and no deduction from such leave balance shall be made for the holiday.
- I. Employees wishing to observe religious or other holidays not listed herein shall at their option be given time off without pay or have the time changed to vacation, compensatory, holiday leave, if available.