

# Holiday Pay and Floating Holiday Pay

Number: F-2

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## 1.0 POLICY

The Town of Carolina Beach grants paid time off for certain holidays for benefit-eligible employees. Since a number of Town departments operate 365 days a year, some employees will also be paid for time worked on holidays.

## 2.0 PURPOSE

The intent of this leave is to provide for paid absences from work so that whenever possible employees may observe recognized holidays with their families as well as to maintain a competitive stance in the market for recruitment and retention of employees.

## 3.0 SCOPE

This policy applies to benefit-eligible employees.

## 4.0 DEFINITIONS

- 4.1 **Benefit-Eligible** - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.2 **Floating Holiday** - A day off from work with pay that does not fall on any particular date on the calendar.

## 5.0 ORGANIZATIONAL RULES

- 5.1 The Town will observe a Holiday Schedule which generally includes the following days:

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day (2 Days)  
Christmas Day (3 Days)

- 5.2 When any recognized holiday falls on Saturday, Friday will be observed. When the holiday falls on Sunday, Monday will be observed as the designated holiday.

- 5.3 At the beginning of each calendar year, Human Resources will publish a list of holidays with dates to be followed for the year.
- 5.4 Employees will also be granted one day of Floating Holiday per fiscal year. The Floating Holiday must be scheduled and approved in advance by the employee's supervisor. Employee's taking their Floating Holiday should utilize the process established in their department for taking paid time off. All other rules and conditions of Holiday Pay outlined in this policy apply to Floating Holiday. The Floating Holiday must be taken during the fiscal year and will not roll over into another fiscal year.
- 5.5 In order to receive a paid holiday, an employee must be in a paid status the day before and the day after the holiday.
- 5.6 For information concerning pay for working on designated holidays, refer to **Policy on Premium Pay.**
- 5.7 Employees wishing to schedule time off for religious observances, should see **Policy on Reasonable Accommodation for Religious Beliefs or Practices.**
- 5.8 Regular holidays which occur during vacation, sick or other leave period of any employee shall not be considered as vacation, sick or other leave.
- 5.9 Employees required to perform work on regularly scheduled holidays will be paid at their hourly rate for hours actually worked in addition to any holiday pay granted by the Town.

## 6.0 PROCEDURES

- Full-Time 40-hours per work week benefit eligible employees will receive 8 hours of Holiday Pay. Full-Time benefit eligible employees regularly scheduled for 30 hours per work week will paid Holiday Pay on a pro-rata basis. Part-Time benefit eligible employees will be paid 4 hours of Holiday Pay for each Holiday.
- Sworn Police Officers will be paid 8.50 hours of Holiday Pay for each Holiday.
- The 8.5 hours for Sworn Police Officers is calculated as follows:  
42 hours per week for Sworn Officer/40 hours per week for regular employee = 1.05  
 $1.05 \times 120$  (15 Holidays per year  $\times$  8 hours for a regular full-time employee) = 126  
126 hours/15 Holidays = 8.40, this figure is then rounded up to 8.5 hours of Holiday Pay, because the Town time keeps in quarter hour increments.
- Sworn Fire Fighters will be paid 10.75 hours of Holiday Pay for each Holiday.
- The 10.75 hours for Sworn Fire Fighters is calculated as follows:  
53 hour per week for Fire Fighters/40 hours per week for regular employees = 1.325  
 $1.325 \times 120$  (15 Holidays per year  $\times$  8 hours for a regular full-time employee) = 159  
159/15 Holidays = 10.60, this figure is then rounded up to 10.75 hours of Holiday Pay, because the Town time keeps in quarter hour increments.

## 7.0 APPENDIX, APPENDICES

None