

**Chapter: Leave Benefits**

**Policy: Holiday Leave**

**Effective Date: mm/dd/yyyy**

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**Replaces: 01/01/2022 New**

### **Policy.**

The City of Crockett (City) closes City offices in observance of national and certain state holidays. If an observed holiday falls on a Saturday, the City will generally close offices on the preceding Friday. If an observed holiday falls on a Sunday, the City will generally close offices on the following Monday. The City will continue to provide essential functions (e.g., police services, firefighter services, and on-call responses to emergency water leaks or sewage backups) on days that City offices are closed.

### **Observed Holidays:**

New Year's Day – January 1<sup>st</sup>

Martin Luther King, Jr. Day – 3<sup>rd</sup> Monday in January

Presidents' Day – 2<sup>nd</sup> Monday in February

Good Friday – Friday before Easter

Memorial Day – Last Monday in May

Emancipation Day – June 19

Independence Day – July 4

Labor Day – 1<sup>st</sup> Monday in September

Columbus Day – 2<sup>nd</sup> Monday in October

Veterans Day – November 11

Thanksgiving – 4<sup>th</sup> Thursday in November and the following Friday

Christmas Eve and Christmas – December 24 and 25

*(Note: When December 24 falls on a Saturday, and December 25 falls on a Sunday, the City Administrator will determine if City offices will close Thursday and Friday or Friday and Monday.)*

### **Procedures.**

#### **I. Full-time Firefighters (assigned to FF pay schedule).**

**Because a work shift for a full-time firefighter is routinely a 24-hour to 48-hour work shift, it is more difficult for this position to accrue sufficient paid vacation leave to be off an entire work**

shift. To help firefighters accrue more paid leave to be able to take off an entire work shift and achieve a work-life balance, a firefighter will receive 8 hours of holiday leave recorded as other compensatory time regardless of whether the firefighter works or is off on an observed holiday. An observed holiday will not affect a firefighter's pay until the firefighter uses the accrued holiday leave to take time off.

II. Full-time Employees in All Other Positions.

- A. For eligible employees in any position other than a firefighter position, the ~~The~~ City pays the an-eligible employee who does not work on an observed holiday for 8 hours of holiday leave at his regular rate of pay.
1. If a full-time employee is already on paid leave on the observed holiday (e.g., vacation leave), the timekeeper will record the observed holiday as holiday leave.
  2. If a full-time employee is on unpaid leave the last workday before and the first workday after the observed holiday, he will not be paid for the holiday.
- B. A full-time FLSA non-exempt hourly employee other than a firefighter who is required to work on an observed holiday or actual holiday (e.g., employee who is required to work on Friday, July 3<sup>rd</sup>, or Christmas Day that falls on a Saturday) will be paid 1-1/2 times his regular rate of pay for the hours worked, regardless of whether the hours result in overtime for the workweek. The employee will not accrue holiday leave for the hours worked in addition to the 1-1/2 times pay.
- C. A full-time FLSA non-exempt salaried employee who is required or receives permission to voluntarily work on an observed or actual holiday will receive holiday leave at a rate of 1-1/2 times the number of hours worked. The leave will be recorded as other compensatory time, and the leave will be subject to provisions set forth in policies relating to use of other compensatory time.
- D. Full-time FLSA exempt employee who work on a holiday will be granted holiday leave on an hour-for-hour basis. The leave will be recorded as other compensatory time, and the leave will be subject to provisions set forth in policies relating to use of other compensatory time.

III. Part-time Employees.

Part-time employees do not receive holiday leave benefits.