

**CHAPTER 5
ABSENCES AND LEAVES**

5.01 HOLIDAYS

The following official holidays will be observed (any additional time off from work or other holidays shall be approved by the City Council):

New Year's Day	January 1
Presidents' Day	Third Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Fourth Friday in November
Christmas Eve Day	December 24
Christmas Day	December 25

In addition to the ~~eleven (11)~~ **twelve (12)** recognized holidays, employees receive one (1) floating holiday each calendar year. The Floating Holiday must be used by September 30th of each fiscal year. To be eligible, a new employee must complete six (6) months of service. The floating holiday must be approved by the supervisor and may not be used in less than 4- hour increments. Employees who leave employment with the City will not be paid for an unused floating holiday, nor may they schedule the floating holiday after their resignation has been submitted. Employees wishing to observe holidays other than the City's observed holidays may use the Floating Holiday or request PTO.

- (a) All regular full-time employees shall be entitled to all paid holidays.
- (b) As many employees as possible shall be given each holiday off, consistent with the maintenance of essential City functions.
- (c) Anyone required to work on a holiday will be paid for the holiday, plus the hours that are actually worked during the holiday. Work performed on a City-designated holiday will be compensated at the rate of one-and-one-half times the employee's hourly rate whether or not the employee works more than 40 hours during the pay period.
- (d) If a holiday falls on a Saturday, the preceding Friday shall be observed, and if a holiday falls on a Sunday, the following Monday shall be observed.
- (e) Employees desiring to observe religious holidays not coinciding with official holidays may be given time off without pay or may be authorized to use accrued PTO.