

0.00 DEFINITIONS

Christmas holidays: Mandatory time off with pay to be used annually between Christmas Eve Day and New Year's Day.

Floating holiday: Time off with pay credited annually on January 1st to be preapproved by the employee's Department Head and/or Supervisor. Must be used within the calendar year and any unused time will be forfeited on December 31st.

4.1 Holidays

All full-time employees shall be granted time off with pay on the following days, subject to the provisions below:

New Year's Day	Independence Day	Christmas Eve Day
Martin Luther King Jr. Day	Labor Day	Christmas Day
Good Friday*	Thanksgiving Day	New Year's Eve Day
Memorial Day	Day after Thanksgiving*	

Two (2) **floating Christmas holidays – Township, Senior Center, Building & Grounds, and Department of Public Works employees

Three (3) floating holidays – Public Safety **employees administrative staff**

*Applies to Public Safety and Department of Public Works employees.

** **Treasury will be open pursuant to Public Act 641 of 2002 (MCL 211.44(2)(b))**

The Township Hall, Senior Center and Building & Grounds will be closed Christmas Eve Day through New Year's Day. Full-time employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day, a maximum of ten (10).

Permanent part-time (non-seasonal) employees with an anniversary of five (5) years or more, and who worked at least an average of twenty (20) hours per week in the previous calendar year, will receive compensation at their regular rate of pay based on a maximum of eight (8) hours for full-day holidays that fall on their scheduled workday. Workdays that fall on a designated holiday will not be made up without prior Department Head approval.

Unless otherwise determined and approved by the Board, if a designated holiday falls on a Saturday, then the time off with pay shall be scheduled for the preceding workday. If a designated holiday falls on a Sunday, then the time off with pay shall be scheduled for the following workday.

See Section 3.5: Holiday Pay

3.7 On Call Pay

Department of Public Works **full-time** and Building and Grounds employees that are scheduled on-call shall be compensated at a rate of \$30.00 per day. The DPW Foreman will receive \$40.00 per day when called. **Part-time Department of Public Works employees that are scheduled on-call shall be compensated at a rate of \$50.00 per day.** This allowance covers mileage expenses as well as the inconvenience of being on call.