

Please note that the City of Hartford must comply with all writs of garnishment it receives and will respond accordingly by submitting the proper paperwork and all fees as calculated according to the garnishment. Employees will be notified before any deductions are taken from their paychecks if the City of Hartford receives a writ of garnishment requiring the organization to withhold and pay a portion of wages to a court or other legitimate agency. Information about garnishments will be held in confidence. This also includes child support and alimony as ordered by the Court.

Employees who leave the City of Hartford agree to have any monies due and owed to the City of Hartford for items, activities, and services, to be deducted from their last paycheck.

Holidays

The City of Hartford knows how important it is to spend time with family and friends during the holidays. The City of Hartford offers 11 paid holidays throughout the year. Part-time non-exempt employees receive a prorated number of holiday hours based upon their normally scheduled hours compared to a 40-hour week schedule, rounded to the nearest half hour. and tTemporary employees are not eligible for holiday pay. Salaried and full-time non-exempt Eligible employees will be paid at their normal rate. Part-time salaried staff will receive four (4) hours of holiday pay; fFull-time salaried and full-time non-exempt staff will receive eight (8) hours of holiday pay. for tThe following are City observed holidays:

- New Year's Eve
- New Year's Day
- ~~Martin Luther King Jr. Day~~
- Presidents Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- 2 Floating holidays/personal days per calendar year

The floating holidays are to be used by employees on the day of their choice in each calendar year. City of Hartford encourages employees to save this day for an occasion that is meaningful to them. Examples of potential dates include: Yom Kippur, Kwanzaa, Ramadan, Lunar New Year, Juneteenth, Birthdays or Chanukah. Employees can request vacation time if additional time off is desired.

To be paid for these holidays, employees must work the full scheduled day before and after the holiday unless the absence has been pre-approved. Excused absences for significant, unusual circumstances may be accepted for the day before or after the holiday. These exceptions must be reviewed and approved by the City Manager. In no event will holidays, including the floating holiday be converted to payroll payments. In the event of employee failure to properly