

## Town of Jerome Policy Manual Amendment

### Section 12: Holidays

Subsection A. All full-time and regularly scheduled part-time\* employees are provided the following holidays: (addition in red)

New Year's Day	January 1st
Martin Luther King Jr. Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	Fourth Thursday of November
Day After Thanksgiving	November (Floating Holiday)
Christmas Eve <u>(1/2 Day)</u>	December (Floating Holiday)
Christmas Day	December 25 <sup>th</sup>
New Year's Eve <u>(1/2 Day)</u>	December 31 <sup>st</sup> (Floating Holiday)

### Subsection B. Holidays

When a holiday falls on a Saturday, the preceding workday shall be observed for non-public safety staff. When a holiday falls on a Sunday, the following Monday shall be observed for non-public safety staff. Public safety staff observe the day as set on the federal holiday calendar. Those working receive their regular pay plus holiday pay and those not working may receive the holiday pay or as a floating holiday. When a floating holiday falls on a non-observed day (for instance Christmas Eve on a Saturday or Day After Thanksgiving for Monday – Thursday staff), it is added to the employee's Leave bank. When a non-floating holiday is observed on a Friday, Town Hall shall observe it on Thursday.