

City of Joshua Personnel Policies and Procedures

Section 5: Leave

5.1 HOLIDAY LEAVE

Origination December 20, 2018

Revised October 21, 2021

Revised February 8, 2023

~~The City recognizes a number of holidays, designated by City Council. Paid holidays are reviewed on an annual basis by the City Manager and City Council. Paid holidays are extended to every regular, full-time employee. All other employees are extended the official holiday, without pay. All holidays will be reviewed on an annual basis by the City Manager and City Council. The following holidays will be observed:~~

| | | |
|-----------------------------------|-----------------------------------|----------------------------------|
| New Year's Day | Labor Day | Christmas Day |
| Martin Luther King Day | Veterans Day | Personal Holiday* (1) |
| Good Friday | Thanksgiving Day | |
| Memorial Day | Day After Thanksgiving | |
| Independence Day | Christmas Eve | |

~~*In compliance with the Texas Government Code Section 142.0013, covered firefighters shall receive a holiday designated as September 11 in lieu of the personal holiday.~~

A. ELIGIBILITY

~~Paid holidays are extended to all regular, full-time employees. There is no waiting period for employees to receive holiday pay. However, new employees who begin employment on the day after a holiday do not receive pay for the holiday. Part-time, temporary, or seasonal employees are not eligible for paid holiday leave.~~

B. OFFICIAL CITY HOLIDAYS

~~The following holidays are observed by the city:~~

| | | |
|-------------------------------|-------------------------------|------------------------------|
| <u>New Year's Day</u> | <u>Labor Day</u> | <u>Christmas Day</u> |
| <u>Martin Luther King Day</u> | <u>Veterans Day</u> | <u>Personal Holiday* (1)</u> |
| <u>Good Friday</u> | <u>Thanksgiving Day</u> | |
| <u>Memorial Day</u> | <u>Day After Thanksgiving</u> | |
| <u>Independence Day</u> | <u>Christmas Eve</u> | |

Shift Police and shift Fire personnel will have annual holidays loaded into a holiday bank in

January each year. Holiday hours may be taken at any time during the calendar year with supervisor approval, when the workload permits and the leave does not interfere with normal department operations and the needs of the City. Holidays not taken at the end of the year will be forfeited. If an employee in this category leaves during the year and has taken, but not accrued, one or more holidays, it will be deducted from their vacation leave accrual. If the vacation leave accrual doesn't cover the taken holiday(s), the amount will be deducted from the employee's final paycheck. ~~*In compliance with the Texas Government Code Section 142.0013, covered firefighters shall receive a holiday designated as September 11 in lieu of the personal holiday.~~

| <u>Employee Type</u> | <u>Annual Accrual</u> |
|-------------------------------|--|
| <u>Shift Police Personell</u> | <u>88 Hours (excludes personal holiday)</u> |
| <u>Shift Fire Personell</u> | <u>132 Hours (excludes personal holiday)</u> |

A. PROVISIONS

~~The following provisions shall apply to holiday use:~~

~~When a holiday falls on a Saturday, non-essential city offices are to be closed on the preceding Friday. When a holiday falls on a Sunday, non-essential city offices are to be closed on the following Monday. To maintain continuous service to the citizens of Joshua, employees may be scheduled to work on a holiday.~~

~~If an official holiday falls within a regular employee's scheduled vacation, the employee will be granted the holiday and not charged for a day of vacation.~~

~~1. ——— Personal holiday. All personal holidays will be forfeited on December 31st each year if not used during the prior calendar year.~~

C. PROVISIONS

1. Holiday pay is not intended to match hour-for-hour of an employee's work shift. The hour value of a holiday is:

- eight (8) hours for regular employees and sworn personnel;
- twelve (12) hours for 24-hour fire personnel

2. A holiday shall not count as hours worked toward overtime eligibility.

3. An official holiday occurring while vacation, sick or FMLA leave is being taken will be reflected as a holiday on the payroll and no deduction from the vacation or sick leave balance will be made for the holiday.

~~B. NON-EXEMPT FULL-TIME EMPLOYEES~~

D. HOLIDAYS ON WEEKENDS

When an official holiday falls on a weekend, the following alternative schedule applies:

1. A holiday which falls on a Saturday shall be taken on the Friday before the holiday.
2. A holiday which falls on a Sunday shall be taken on the Monday after the holiday

E. PERSONAL DAY

Employees are afforded one personal day per calendar year. The personal day may be taken on a workday of the employee's choice, subject to their supervisor's approval. The personal day shall not count as hours worked toward overtime eligibility. The personal day may not be carried over at the end of the calendar year. If it is not used on or before December 31st of each calendar year, it will be lost.

In compliance with the Texas Government Code Section 142.0013, covered firefighters shall receive a holiday designated as September 11 in lieu of the personal holiday.

~~Non-exempt regular full-time employees who are required to work on an official city-paid holiday will be paid normal wages for the hours worked on the holiday and straight time for holiday hours worked.~~

~~C. FULL-TIME SWORN POLICE PERSONNEL~~

~~All sworn full-time police personnel who are required to work on an official city-paid holiday will be paid normal wages for the hours worked on the holiday and straight time for holiday hours worked.~~

~~D. FULL-TIME FIRE SUPPRESSION PERSONNEL~~

~~All sworn full-time fire personnel who are required to work on an official city-paid holiday will be paid normal wages for the hours worked on the holiday and straight time for holiday hours worked.~~

~~E. PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES~~

~~—Part time, temporary, and seasonal employees will be paid their regular rates if required to work on a holiday. No holiday pay is authorized for temporary, seasonal, or labor pool employees who do not work on the holiday.~~

~~F. EXEMPT EMPLOYEES~~

~~Exempt employees who observe (that is, do not work on) a holiday that falls on a regularly scheduled workday is paid straight time for those holiday hours.~~

G.F. RELIGIOUS HOLIDAYS

Employees may request an approved absence to celebrate a religious holiday that is not a scheduled city holiday. If approved, the employee must use a personal day, vacation, or leave without pay.

~~Employees desiring to observe religious, federal, or state holidays not coinciding with official holidays of the City may be granted time off without pay or may be authorized to use accrued vacation with the approval of their supervisor or Department Head.~~

H.G. LOSS OF HOLIDAY PAY

An employee shall not receive pay for a holiday if the employee:

1. Is absent without approved leave either the day before or the day following an official holiday.
- 1.—Is absent without approved leave on a holiday on which the employee is scheduled to work. An employee will not receive pay for a holiday if the employee is:
 2. —
 2. —Terminating employment with the City, and the last day as a paid employee is the workday before a paid holiday;
 3. —on leave of absence or absent, without pay, the workday before or following the paid holiday; or
 4. —absent without approved leave on a holiday when the employee is scheduled to work. Unapproved absences on the day before or after an observed holiday should be handled through the City's disciplinary process if there is a pattern of such absences or there is a reason to believe that the unapproved absence was intentional.

I. —FAILURE TO SCHEDULE AND USE HOLIDAYS

~~Holidays do not accumulate or carry over from year to year. Failure to use holidays will result in loss of the holiday benefit.~~

J.H. PAYMENT UPON SEPARATION

Upon separation, an employee is not eligible for payment of any unused holiday time including their personal day.

~~Employees who designate their last day of employment on an official city holiday shall not receive holiday pay for that holiday. Employees whose last day of work/date of termination is the day before an observed holiday do not receive pay for the holiday. New employees who begin employment on the day after a holiday do not receive pay for the holiday.~~

~~Unapproved absences on the day before or after an observed holiday should be handled through the City's disciplinary process if there is a pattern of such absences or there is a reason to believe that the unapproved absence was intentional.~~