

# City of Joshua Personnel Policies and Procedures

## Section 5: Leave

### 5.1 HOLIDAY LEAVE

Origination December 20, 2018

Revised October 21, 2021

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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
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Personal Holiday\* (1)

\*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. PROVISIONS

The following provisions shall apply to holiday use:

1. 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.
2. To maintain continuous service to the citizens of Joshua, employees may be scheduled to work on a holiday.
3. 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.
4. Personal holiday. All personal holidays will be forfeited on December 31<sup>st</sup> each year if not used during the prior calendar year.

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

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. RELIGIOUS HOLIDAYS**

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. LOSS OF HOLIDAY PAY**

An employee will not receive pay for a holiday if the employee is:

1. Terminating employment with the City, and the last day as a paid employee is the workday before a paid holiday;
2. on leave of absence or absent, without pay, the workday before or following the paid holiday; or
3. absent without approved leave on a holiday when the employee is scheduled to work.

## **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. PAYMENT UPON SEPARATION**

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

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.