

# City of Joshua Personnel Policies and Procedures

## Section 5: Leave

### 5.1 HOLIDAY LEAVE

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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.

#### 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:

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	

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.

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

### **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.

### **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.

### **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.

#### **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.
2. Is absent without approved leave on a holiday on which the employee is scheduled to work.

#### **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.